

JESAP Committee Meeting
Agenda
October 3, 2016, 10:00 a.m.
Quorum Court Room

1. Salary Study/Compression Analysis Draft – Blair Johanson
2. **Fund 1000, Dept. 0113 - Accounting and Human Resources (pp 1-9)**
 - a. Human Resources Analyst (New Position)
 - b. Payroll Manager (Regrade/Reorg)
3. **Fund 1000, Dept. 0400 – Sheriff's Office (pp 10 – 20)**
 - a. Software Application/Security Specialist (New Position)
 - b. Regrade Corporals
4. **Fund 1000, Dept. 0418 – Jail**
 - a. Regrade Corporals
5. **Fund 1000, Dept. 0414 - Drug Court/Judge Smith (pp 21 – 28)**
 - a. Specialty Courts Administrator (Reorg/New Position)
 - b. Drug Court Case Manager/Court Assistant (Reorg/New Position)
6. **Fund 1000, Dept. 0416 – Prosecuting Attorney (pp 29 – 34)**
 - a. Case Management Supervisor (Reorg/New Position)
7. **Fund 1000, Dept. 500 Department of Emergency Management (pp 35 – 38)**
 - a. Emergency Management Program Manager (New Position)
8. **Fund 1802, Dept. 0105 – Assessor (pp 39 – 69)**
 - a. GIS Tech I (Regrade)
 - b. GIS Tech II (Regrade)
 - c. GIS Tech III (New Position)
 - d. GIS Analyst II (Regrade)
 - e. GIS Project Supervisor (New Position)
 - f. GIS and Mapping Manager (Combination of two positions)
 - g. Business and Personal Property Coordination (New Description)
9. **Fund 1805, Dept. 0102 – Circuit Clerk (pp 70 – 90)**
 - a. Bookkeeper (Regrade)
 - b. Courts' Administrator (New Position)
 - c. Recorder's Administrator (New Position)

Grading Summaries Dept. 0113 Accounting and HR

1. **Human Resources Analyst** (new position, proposed grade 15) and **Payroll Manager** (was grade 17, proposed grade 15)

a. Comparisons for Grade 15

- i. Planning Division Manager
- ii. Sergeant
- iii. Assistant Manager JDC
- iv. Deputy Director of Emergency Management
- v. Administrative Coordinator (Road)

b. Schedule 4 with changes

	FUND 1000	ACCOUNTING/HUMAN RESOURCES	
1	0113	Comptroller	Non-Graded
1	0113	Accounting Manager	22
1	0113	Human Resources Manager	22
1	0113	Software Applications Specialist	18
1	0113	Coordinator of Training and Benefits	15
1	0113	Accounts Payable and Grants Manager	15
1	0113	Payroll Manager	15
1	0113	Human Resources Analyst	15
1	0113	Accounting Specialist - Fixed Assets	10
1	0113	Payroll Coordinator	10
1	0113	Database Coordinator	9
1 2	0113	Accounting Specialists	8
1	0113	Human Resources Specialist	7
		Part-time Clerical Pool	
12-13		Total Employees	



Benton County

Job Description

Job Title: Human Resources Analyst

Exempt (Y/N) :

Department: Human Resources

Date Prepared: September, 2016

Supervisor: HR Manager

Summary:

The Human Resources Analyst is responsible for capturing accurate and appropriate data in order to measure the effectiveness of the County's recruiting, compensation, benefits, and other HR-related programs. This position is responsible for the accurate reporting under the Affordable Care Act as well as reconciliation of all HR associated bills.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Review weekly claims reports and verify accuracy based on medical enrollments for employees, dependents, retirees, and COBRA participants.
- Prepare monthly reports required under the Affordable Care Act.
- Reconcile monthly benefit and administrative fee invoices with data from the County's benefits enrollment system.
- Monitor the performance of the County's health fund and prepare monthly reports for distribution.
- Develop recommendations for HR scorecards and dashboard tools to assist elected officials with managing his/her staff.
- Troubleshoot data and reports and make recommendations to the Human Resources Manager for process improvements.
- Assist in preparing the annual personnel budget.
- Track the quarterly unemployment charges and provide benchmark reports for the Human Resources Manager and Comptroller.
- Research benchmarks from external sources to compare compensation and benefits strategies.
- Research, analyze, and present data as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills and Experience:

- Excellent analytical skills and detail oriented
- Proficiency in Microsoft Office software and web-based tools
- Demonstrate ability to work quickly and accurately with large data sets, high volume pressures, and multiple demands
- Possess excellent communication skills, verbal, written, and with formal presentations with various levels of the organization
- Knowledge and experience with HR systems
- Knowledge and experience with current employment laws and regulations

Supervisory Responsibilities:

None

Education and/or Experience:

Bachelor's degree in Human Resources, Accounting, or Finance with five years' experience in data analytics.

Working Relationships:

This position will work closely with elected officials and department heads in providing useful and accurate information to assist them with managing his/her human resources. In addition, external communications with various government agencies will be required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The work environment is representative of a typical office setting with low to moderate noise and controlled climate.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Human Resources Analyst

FACTOR	BASIS FOR RATINGS	DEGREE		POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	8		91
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	3		99
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5		57
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	4-A 5	6	50
		4-B 3		
		4-C 4		
5	Mental Demand: Measure of degree of concentration and sensory alertness	6		90
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	7		90
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	0		0
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	6		48
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6		70
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	4-A 6	11	150
		4-B 3		
		4-C 4		
11	Contacts with the Public: Responsibility for effective handling with the public.	5		80
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	5		49
13	Machine Operations	4		38
14	Working Conditions	1		2
15	Physical Demands	1		3
		POINT TOTAL		917
		GRADE		15



Job Description

Job Title: Payroll Manager

Exempt (Y/N) :

Department: Accounting

Date Prepared: September, 2016

Supervisor: Comptroller

Summary:

The Payroll Manager will oversee the bi-weekly processing of payroll to verify accuracy, compliance, and associated required reporting. A critical responsibility for this position is the development, implementation, and monitoring of benchmark measurements, reports and reconciliations for all payroll ~~and/or benefits-related~~ processes. This position will also oversee the weekly processing of claims payments ~~and monthly payments of premiums for all benefits~~. The Payroll Manager will be responsible for the annual projections, billing, and audit for the Worker's Compensation Plan. This position will interact with elected officials and department heads on a daily basis, in providing information and recommendations concerning his/her payroll ~~and employee benefits~~.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

1. Produces the bi-weekly payroll processing including all associated reporting requirements with the various Federal and State agencies.
2. Oversees the timely filing of all quarterly and annual reports with the Federal and State agencies.
3. Processes weekly medical claims payments to the Third Party Administrator ~~and monthly premium/fee payments to the various policy providers.~~
4. ~~Develop benchmark reports to evaluate the competitiveness of the County's compensation and benefits plan.~~
5. Reconciles year-end payroll and prepare W-2's
6. Works with County Attorney to respond to all garnishment interrogatories.
7. Processes all garnishments and child support payments.
8. Processes payments for APERS and verifies accuracy of data.
9. Develop reconciliation processes and reports to check for payroll accuracy and compliance.
10. Provide excellent customer service support to internal and external customers. Must be able to meet the public in a tactful and diplomatic manner to promote the best image of the County. Establish an effective working relationship with Elected Officials and County personnel.

11. Ensure compliance with applicable government regulations and assist with preparation of special reports, answer miscellaneous government surveys, various correspondence, and other related duties as needed or requested.
12. Makes recommendations for policy revisions to improve the quality of services and processing procedures
13. ~~Ensure the benefit data in the County's financial/payroll system is accurate and current.~~

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER SKILLS and ABILITIES: This position requires:

1. Excellent oral and written communication.
2. Strong organization skills that support multi-tasking and the ability to handle frequent interruptions.
3. Strong analytical and problem solving skills applying sound judgment and minimal supervision..
4. Computer proficiency in all Microsoft Office™ software programs.
5. Professionalism, attention to detail
6. Strong interpersonal skills, commitment to teamwork
7. Ability to prioritize and juggle multiple projects concurrently
8. Strong Problem solving skills
9. Flexibility and willingness to respond to last minute changes
10. Attributes: Team oriented, Entrepreneurial, Resourceful, Results oriented, Integrity for all audiences at all times, Future oriented, Individual growth capacity and desire, Change agent, Service committed
11. Basic knowledge of employment-related laws and regulations.
12. Thorough knowledge of organization's human resource policies and procedures.

WORKING RELATIONSHIPS:

This position will have daily contact with employees, health care providers and health care carrier. In addition, the Payroll Manager will frequently interact with elected officials and other department heads.

SUPERVISORY RESPONSIBILITIES:

~~Directly supervises the payroll coordinator and at times supervises the work of the human resources assistant. In the absence of the human resources manager, the assistant manager will be responsible for the on-going operations of the office.~~ Indirectly supervises the payroll input process in various departments.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in Accounting and Finance or related field and three to five years' experience in human resources, compensation, and/or public accounting management. ~~Seven to ten years'~~ **Five years'** managerial **payroll/compensation** experience in the ~~employee benefits area and/or compensation management~~ may replace the degree requirement. PHR, CEBS, and/or CCP certifications preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, use hands and fingers to handle, or feel objects, reach with hands and arms, talk and hear. The employee must occasional lift and/or move up to 25 pounds. The employee must possess close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The noise level is usually moderate and the environment reflects that of a typical office.

Approved by _____ Date _____

JESAP Grade Assignment: ____ Date _____

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Payroll Manager

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	8	8	91
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	6	4	132
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	57
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	6	6	50
5	Mental Demand: Measure of degree of concentration and sensory alertness	7	7	110
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	7	7	90
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	2	1	10
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	8	8	64
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6	6	70
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	10	9	110
11	Contacts with the Public: Responsibility for effective handling with the public.	3	3	41
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	3	3	28
13	Machine Operations	4	4	38
14	Working Conditions	2	2	6
15	Physical Demands	2	2	8
POINT TOTAL		1031		905
GRADE		17		15

Grading Summaries Dept. 0400/0418 Sheriff/Jail

1. Software Application/Security Specialist (new position, proposed grade 18)
 - a. Comparisons for grade 18
 1. Software Application Specialist/Administrator (Circuit Clerk, Assessor, and Accounting)
 2. Crime Analyst
 3. Media Coordinator (IT)
 4. GIS Specialist (IT)
 5. Lieutenant
2. Corporals for Sheriff/Jail (was grade 13, proposed grade 14)
 - a. Comparisons for grade 14
 - i. Office Managers/Administrators
 - ii. Detective II
 - iii. Juvenile Intake Officer Supervisor
 - iv. Deputy Director of Emergency Communications (CENCOM)
 - b. Schedule 4 with changes

	FUND 1000	COUNTY SHERIFF	Elected Official
1	0400	Sheriff	
1	0400	Chief Deputy	24
2	0400	Major	23
3	0400	Captain	20
1	0400	Crime Analyst	18
1	0400	Software Application/Security Specialist	18
4	0400	Lieutenant	18
12-13	0400	Sergeant	15
17-18	0400	Detective II	14
6	0400	Detective I	13
5	0400	Corporal	13 14
4-5	0400	Deputy III	13
12-13	0400	Deputy II	12
30-32	0400	Deputy I	11
2	0400	Animal Control Officer	11
1	0400	Crime Property Technician	13
1	0400	Executive Assistant	12
1	0400	Supervisor - Warrants/Records	10
1	0400	Secretary/Bookkeeper - Civil	7
1	0400	Supervisor - Auto Maintenance	9
1	0400	Staff Assistant -Property & Evidence	6
1	0400	Transcriptionist	5
7	0400	Secretary/Warrants/Records/CID	6
1	0400	Staff Assistant	6
115-122		Total Employees	

	FUND 1000	COUNTY JAIL	
1	0418	Jail Administrator - Captain	20
4	0418	Lieutenant	18
8	0418	Sergeant	15
4	0418	Booking Sergeant	15
4	0418	Corporal	14
5-8	0418	Jailer III	13
16-19	0418	Jailer II	12
1	0418	Executive Secretary	12
62	0418	Jailer I	11
2	0418	Jailer - Work Detail	11
1	0418	Jail Maintenance Service Tech	9
1	0418	Jail Secretary	6
4-5	0418	Jail Clerk	5
	0418	Part-Time Jailers	11
		Total Employees (includes County Detention Facility (Fund 3018)	
107-120		Less Jail Transport	
13			
94-107		Net General Fund - Jail	

BENTON COUNTY
Job Description
JOB TITLE: Software/Security Application Specialist

Exempt (Y/N) Exempt

DEPARTMENT: Sheriffs

Date: August, 2016

SUPERVISOR: Sheriff

SUMMARY:

As a dedicated staff person to the Sheriff's Office, this person specializes in the implementation, support, and operation of software provided by a vendor. Other duties will include being responsible for technical support to the Sheriff and staff, functioning as a technical liaison between Benton County Information Department, software vendors and its users. This position provides extensive software training to users and acts as the primary point of contact for all problems associated with technology within the Sheriff's Office. This will ensure that he/she will correct the problem or contact the appropriate person/vendor to do so, while also initiating all upgrades to any of the current software. Working with the County Judge's staff during the planning phases of all county facilities for CCTV, life safety, and access control implementation will be included with these duties. Responding to site security events that involve the failure of access control where sites are left unsecure will be a priority, including the Sheriff's Office critical infrastructure events involving direct workflow of detention and field operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

1. Assist computer users with ongoing software support on JMS, RMS, MDIS InViseDA software.
2. Design and implement all physical access security solutions for all county facilities. (including the backend support for said systems)
3. Design and implement CCTV solutions within the framework of the county system. (including the backend support for said systems)
4. Manage inventory of BCIT systems deployed to the Sheriff's Office while setting priority to system upgrades within the policy set by Benton County Information department.
5. Work with the Sheriff and assist with vendors for technical support and implementation of software.
6. Assist the Sheriff's Office with public FOI request for data.
7. Do all updates to current software when applicable and run test when new releases of software are made available.

8. Provide training to computer user on all supported network and micro-based software applications.
9. To do research and studies when needed on computer software, while simultaneously working with BCIT to ensure strict cooperation between all Information Technology departments of BCIT.
10. Deploy with Sheriff's Office as field support during MCU activation.
11. Work with OEC & EMA while directly supporting Sheriff's Office Operations.
12. To work with the BCIT and have continued communication between the two departments. (The I.T. Department would still be the primary department for some hardware matters, support, and general ordering of hardware.)

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be familiar with Microsoft Windows operating system.
- Must be familiar with basic TCP/IP communications.
- Must be familiar with basic principles of local and wide area networking.
- Must be familiar with security procedures implemented from BCIT to facilitate CJIS compliance.

EDUCATION and/or EXPERIENCE:

Must have working knowledge of micro and/or mini-based computer systems. A college degree in computer science or related field or 3 to 5 years' experience in information systems is preferred. Maintain Lenel Access Control certifications for continued system support. ACIC credentials for the continued access to ACIC systems.

OTHER SKILLS and ABILITIES:

This position requires a significant amount of problem solving skills and customer support. It will be necessary to assist technology users through training, explanation, and troubleshooting. A sound understanding of basic automation techniques and people skills is required, including the ability to work on the fiber optic cabling and wireless backbone connection to all life safety devices and systems within Benton county.

WORKING RELATIONSHIPS:

Requires daily contact within the justice department of Benton county and related staff. This will include private sector lawyers and citizens.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, climb ladders and use hands to feel objects/controls and talk or hear. The employee is required to stand, walk and run. Specific vision abilities required by this position include close and distant vision and the ability to adjust focus and determine colors within the color spectrum.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level a typical work environment is moderate too extreme, including heat of outdoor environmental conditions. The possibility of danger when deployed within the operational scope of Sheriff's Office.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Software Application/Security Specialist

FACTOR	BASIS FOR RATINGS	DEGREE		POINTS	
1	Experience - General: Minimum time to become familiar with requirements of the job	8		91	
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	2		66	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5		57	
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	4-A	5	7	65
		4-B	4		
		4-C	5		
5	Mental Demand: Measure of degree of concentration and sensory alertness	6		90	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	8		110	
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	1		10	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	7		56	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	7		83	
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	4-A	7	12	170
		4-B	4		
		4-C	4		
11	Contacts with the Public: Responsibility for effective handling with the public.	4		57	
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	4		38	
13	Machine Operations	10		134	
14	Working Conditions	5		16	
15	Physical Demands	2		8	
		POINT TOTAL		1051	
		GRADE		18	

BENTON COUNTY JOB DESCRIPTION

POSITION: Field Corporal

Supervisor's Name and Title: Shift Supervisor, Sergeant

Dept. Head / Elected Official: Sheriff

Location of Work Station: Benton County Sheriff's Office

POSITION SUMMARY: The **Corporal** is a senior law enforcement officer who reports directly to the Field Sergeant and is under the general supervision of the Field Lieutenant and Field Captain. The **Corporal** is distinguished from the **Deputy First Class** classification in that the **Corporal**, while performing the full range of duties of the deputy first class, may also be considered an "Officer in Charge" in the absence of the shift sergeant. In this capacity he/she will be responsible for supervision of six (6) to twelve (12) personnel and the administrative duties for an assigned shift or detail.

Years experience necessary to start: 3 years (continuous) Law Enforcement Experience and Standards General Certification.

Years experience desired to start: 3 years continuous Law Enforcement Experience in the Benton County Sheriff's Office.

Education required to start: Arkansas Standards **General certification**, RADAR, Advanced DWI certification, Instructor Development and a demonstrated knowledge of the Benton County Sheriff's Office Policy and Procedure manual.

Other requirements: Must be free from disciplinary actions for a period of 1 year

BENTON COUNTY JOB DESCRIPTION

Grade:

Date of last grading: July, 2015

POSITION: Corporal

DUTIES OF POSITION:

- Patrol all areas of the County, investigate/report motor vehicle accidents, and assist other agencies investigating accidents, establish and supervise manhunts, missing child search activity, barricaded hostage/suspect situation, maintain integrity of crime scene and direct response to natural and man-made disaster; as well as other violations of the Laws of the State of Arkansas.
- Answer complaints, both Civil and Criminal in nature, handled through the Sheriff's Office. Maintain a continued understanding of the process for the service of all Civil Papers.
- Complete and process all reports according to procedure, interview suspects and witness when necessary. Be able to take a case from complaint through Court.
- Properly maintains assigned vehicle and equipment.
- Ensure that all persons having contact with the Sheriff's Office, including complainant and suspect, are courteously and fairly in accordance with Federal and State laws, and that accurate information is obtained and passed up to supervisory level when required.
- Maintain a current level of knowledge on Benton County Sheriff's Office policy and procedures.
- Maintain a current working level knowledge of Arkansas Criminal Code and any recent court changes that effect the application of the Code.

Essential Job Functions:

- Maintain a working knowledge of all Sheriff's Office policies, procedures and system reports and documents.
- Supervisory, organization, judgment and decision making skills.
- Extra ordinary skill in the operation of a motor vehicle.
- Maintain proficiency with weapons on a quarterly basis.

Accountability: Will report to the shift Sergeant.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Corporal Field

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	8	9	110
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	0	0	0
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	6	6	50
5	Mental Demand: Measure of degree of concentration and sensory alertness	4	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6	6	70
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	4	4	77
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	5	5	40
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	6	70
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	9	9	110
11	Contacts with the Public: Responsibility for effective handling with the public.	6	6	105
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	4	4	38
13	Machine Operations	4	4	38
14	Working Conditions	5	5	16
15	Physical Demands	4	4	19
POINT TOTAL		821		858
GRADE		13		14

Benton County Job Description

POSITION: Jail Corporal

EXEMPT (Y/N): N

DEPARTMENT: County Jail

DATE PREPARED: October, 2014

SUPERVISOR: Jail Sergeant

Essential Job Functions:

Duties of Position:

The Corporal reports directly to the Sergeant and is under the supervision of the Lieutenant and Captain. In the absence of the Sergeant, the Corporal is considered the supervisor in charge and in this capacity assumes the duties of the absent Sergeant including the following.

1. Required to supervise 25 employees
2. Responsible for jail operations during the assigned shift 3. Directly supervises all personnel assigned to the shift 4. Schedules personnel assigned to their shift
5. Procedures or requests supplies, property, and items of necessity
6. Schedules and supervises transportation of inmates
7. Inspects personnel to insure compliance with all laws, rules, and standards 8. Ensures the safety and security of the facility during the assigned shift

Other Skills and Abilities

- Typical office machines
- Computer knowledge
- Supervisory, organizational, judgment and communication skills
- Ability to maintain proficiency with weapons
- **Years' experience necessary to start:** 3 years (continuous) Law Enforcement Experience and Standards General Certification.
- **Years' experience desired to start:** 2 years continuous Law Enforcement Experience in the Benton County Sheriff's Office.

Accountabilities

If this employee is responsible for handling cash funds, state the dollar amount here:

Varies depending on amount taken from the arrested

State the dollar value of property, equipment, etc., this person is responsible for handling in a proper manner: \$550,000.00

ADDITIONAL REQUIREMENTS:

Prior to position, employee must pass the physical and drug screen required by Arkansas Law Enforcement Standards

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: **CORPORAL - JAIL**

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	6	8	91
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	0	0	0
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	6	6	50
5	Mental Demand: Measure of degree of concentration and sensory alertness	5	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6	6	70
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	5	5	100
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	5	5	40
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	6	70
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	8	8	90
11	Contacts with the Public: Responsibility for effective handling with the public.	6	6	105
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	5	5	49
13	Machine Operations	4	4	38
14	Working Conditions	5	5	16
15	Physical Demands	4	4	19
POINT TOTAL		811		853
GRADE		13		14

Grading Summaries Dept. 0414 Drug Court/Judge Smith

1. Specialty Court Administrator (No change in grade 16)
 - a. Comparisons for grade 16
 - i. Licensed Mental Health Professional (JDC)
 - ii. Social Worker (Juv. Prob.)
 - iii. Director of Veteran Services

2. Drug Court Case Manager/Court Asst. (was a grade 6-Staff Assistant. Proposed grade 7)
 - a. Comparisons for grade 7
 - i. Deputy Clerk Probate, QC and II (County Clerk)
 - ii. Court Orders Clerk (all circuit courts)
 - iii. Case Coordinators (Pros. Attorney and Public Defender)
 - iv. Legal Secretaries (all)

 - b. Schedule 4 with changes

	FUND 3028	ADULT DRUG COURT	
1	0414	Counselor	16
1	0414	Specialty Court Administrator	16
1	0414	Drug Court Case Manager/Court Asst.	7
1	0414	Staff Assistant	6
2		Total Employees	

BENTON COUNTY

Job Description

JOB TITLE: Specialty Court Administrator

Exempt (Y/N): Yes

DEPARTMENT: Circuit Court – Judge Smith

DATE PREPARED: September 2016

SUPERVISOR: Circuit Judge

SUMMARY: The Administrator works under general supervision and is responsible for the day to day operation and management of the Specialty Court Programs. The position will plan, organize, coordinate, and monitor activities of all Specialty Courts in accordance with policies and procedures. In addition, the position is responsible for interviewing and counseling some clients in a correctional setting. This position is governed by state and federal laws and agency policy

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Drug Court Counselor Description/Qualifications

ESSENTIAL JOB DUTIES

1. Monitor and supervise program processes and operations including program development
2. Develop, modify and implement written operating policies, procedures and forms
3. Coordinate treatment and supervision services of defendants
4. Solicit Community support and develop relationships through education and linkages
5. Act as liaison with outside professionals, court staff and community organizations
6. Prepare and oversee budgets, invoices and expenditure reports for grant and county funds
7. Write grant proposals and oversee funded projects
8. Coordinate training for Specialty Court Team members
9. Conduct or delegate core training and internal orientations
10. Compile statistical data in conjunction with evaluator and guide in program evaluation
11. Conducts quality assurance of the team
12. Work with court staff to prepare and manage Specialty Court Dockets
13. Coordinate staff meetings and court staffing
14. Oversee organizing of community events such as graduation and Drug Court Month event.
15. Oversees case management services and expenditures
16. Coordinate all incoming assessments and intakes
17. Processes new clients, interviewing client and reviewing records to determine classification, mental, and medical history.
18. Orients new clients advising of rules and regulations and provides information concerning programs and services.
19. Counsels clients experiencing psychological, sociological, or family problems by discussing options and guiding in decision making.
20. May supervise or lead clients in special programs such as group meetings, AA/NA subjects or similar programs.

21. Maintains client counseling records and prepares reports and may participate in mental health staffings to develop treatment programs or plans for specific clients.
22. Performs related responsibilities as required or assigned.

KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of grant writing and project management
- Knowledge of Specialty Court operations and Key Components
- Knowledge of interviewing and counseling methods and techniques.
- Knowledge of psychological and sociological behavior of incarcerated individuals.
- Knowledge of the criminal justice system.
- Ability to interview and counsel clients under court supervision.
- Ability to supervise and deal with clients under court supervision.
- Ability to prepare and maintain records and reports.

EDUCATION OR EXPERIENCE REQUIREMENTS

MINIMUM QUALIFICATIONS

The formal education of a Bachelor's Degree in Psychology, Sociology, Social Work, or a related field; plus, one-year experience in counseling, psychology, social work, or a related field.

CERTIFICATION REQUIREMENTS

Individuals hired must be a Certified Alcohol and Drug Counselor or Counselor in Training (CIT) within the initial thirty (30) days of employment. The CIT must test for certification within six (6) months of becoming eligible to test and pass the test within two (2) years of becoming eligible to test. Individuals who fail to get a passing score within the two (2) year period will be terminated from the position.

SPECIAL APPLICATION INFORMATION

A college degree is required for the position for which you are applying, bring a copy of your transcript with you if you are selected for an interview.

WORKING RELATIONSHIPS

The Counselor has regular contact with other agency personnel, law enforcement officials, and occasionally with inmate population and with the general public.

SPECIAL JOB DIMENSIONS

May be exposed to personal injury or verbal abuse in dealing with client population.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Specialty Court Administrator

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	6	6	62
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	1	1	33
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	6	6	70
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	8	8	80
5	Mental Demand: Measure of degree of concentration and sensory alertness	7	7	110
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	7	7	90
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	2	2	33
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	3	4	32
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	7	7	83
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	10	10	130
11	Contacts with the Public: Responsibility for effective handling with the public.	7	7	130
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	7	7	71
13	Machine Operations	4	4	38
14	Working Conditions	3	3	13
15	Physical Demands	2	1	3
POINT TOTAL		970		978
GRADE		16		16

Benton County

Job Description

Drug Court Case Manager/Court Assistant

EXEMPT (Y/N) No

DEPARTMENT: Circuit Court

DATE REVISED: ~~August, 2008~~ September, 2016 SUPERVISOR: Circuit Judge, Division III

SUMMARY:

~~The staff assistant~~ Case Manager/Court Assistant will provide program participants with a single point of contact for multiple health and social services. The Case Manager will advocate for program participants, be community based, flexible and client oriented. The Case Manager will assist clients with a variety of needs generally thought to be outside the realm of substance abuse treatment. The Case Manager/Court Assistant will also ~~to the Drug Court~~ compile and maintain program records and ~~provides~~ providing support for all office activities in a professional and positive manner, ~~by performing the following duties.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Copies and scans all program and participant data and compiles records and reports.
- ~~2. Tabulates and posts data in record books.~~
- ~~7.3.~~ Operates office machines such as typewriter, adding, calculating, and duplicating machines.
- ~~8.4.~~ Opens and routes incoming mail, answers correspondence, and prepares outgoing mail.
- ~~9.5.~~ Greets and assists visitors.
- ~~10.6.~~ Purchases all office supplies and needed equipment.

~~Keeps books~~ Prepares and Keeps records of client attendance.

- ~~11.7.~~ Prepares and keeps client files for treatment staff

~~12. Assist with treatment intake of new clients.~~

~~17. Plan and organize annual Drug Court Graduation~~

~~10. Assist over 140+ program participants on an as needed basis with locating the following services and serve as a liaison between participants, the drug court team and other agencies within the community.~~

- Housing (Low Income, Transitional, Sober Living, HUD Vouchers)
 - Transportation (Bus Passes, Gas Gift Cards & Bicycles)
 - Food (Food Pantries, Soup Kitchens, Food Stamps/WIC Applications)
 - Employment (Resumes, Referrals, Dress for Success, Ark Dept. of Workforce)
 - Education (Reading Classes, GED Classes, College-FAFSA)
 - Dental/Medical/Vision Needs (Free/Sliding Scale Clinics, Insurance Paperwork)
 - Clothing Needs (Helping Hands, Salvation Army, Dress for Success)
 - Pregnancy/Needed Baby Items (New Beginnings Pregnancy Center)
 - Childcare Voucher Paperwork Assistance
 - Financial Assistance (Utility Assistance, Deposits, PEARL)
11. Perform substance abuse treatment groups as needed.
 12. Perform drug and alcohol assessments for new program participants as needed.
 13. Assist ACC staff with the collection of urine samples for participant drug testing.
 14. Update Participant Monthly Court Reports with Treatment Dates/Group Attendance/12-Step Meetings/GED/ Sobriety Dates and Incentive Information on a daily basis or as needed basis.
 15. Complete ADC/VTC Information Sheet on all incoming assessments, schedule assessment appointment and locate necessary court documents/client information from AOC website to forward on to the Drug Court Team.
 16. Maintain group attendance sheets, track and enter daily group attendance into EOMIS state computer system.
 17. Maintain five (5) different budget spreadsheets (1 County Budget and 4 Grant Budgets) and complete all necessary purchase orders.
 18. Maintain and track incentives programs for participants. Purchase and track all gift cards purchased for incentives
 19. Maintain "Call2Test" drug testing call in system database. Setting up profiles for all new clients and update/close participant's profiles depending on participant's current program status.
 20. Maintain participant "Drug Court User Fee" spreadsheet and research errors with the Circuit Clerk's Office to ensure accurate reporting to the Court.
 21. Maintain "Restricted Drivers Permits" spreadsheet. Researching what clients will qualify for a Restricted Drivers Permit and then complete and file the necessary court orders.
 22. Coordinate with UAMS representative for the collection of needed research data and the purchase/distribution of research program participant gift cards.
 23. Complete ACC Monthly Treatment Report ensuring data regarding participant intake, completion and/or current program status/location are true and correct.
 24. Open all participant Drug Court Program Referrals in EOMIS and complete orientation intake folders for all incoming participants.
 25. Perform monthly Case Management orientation for all new program participants to better identify immediate, ongoing or possible upcoming needs a participant may have.
 26. Complete all scanning of participants' court reports, monthly meeting sheets, assessment, intake paperwork, medical/prescription documentation, GED progress reports and any other misc. document provided for the purpose of treatment/informational.
 27. Annual Adult Drug Court Graduation – Organize and coordinate this annual event. Prepare programs, invitations and participant certificates, purchase needed items/gifts and coordinate caterers, volunteers and door prizes. Assist with all prep work prior to the event and participate in the set up and tear down of the event.
 28. Annul Drug Court Cookout – Organize and coordinate this annual event. Prepare and send invitations, coordinate various donations and purchase of needed food, locate a grill and coordinate volunteers. Assist with all prep work prior to the event and participate in the set up/tear down of the event.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associates Degree or equivalent, excellent phone skills, and efficient in Microsoft WORD, **EXCEL™** and **OUTLOOK™**. Must be able to effectively communicate with a wide variety of people. Must be able to assess, evaluate and respond to problems. Knowledge of legal terminology and processes is helpful but not required.

WORKING RELATIONSHIPS:

Must be able to maintain helpful and professional relationships with the public, participants and families, attorneys, law enforcement officers, other office staff, etc. whether by phone or in person.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in a typical office environment is moderate.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Drug Court Case Manager/Court Assistant

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	4	5	52
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	0	0	0
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	4	45
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	5	5	36
5	Mental Demand: Measure of degree of concentration and sensory alertness	4	4	49
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4	4	34
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	0	0	0
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	3	3	24
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	5	7	70
11	Contacts with the Public: Responsibility for effective handling with the public.	5	5	80
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	3	3	28
13	Machine Operations	4	4	38
14	Working Conditions	2	3	9
15	Physical Demands	3	2	8
POINT TOTAL		460		517
GRADE		6		7

Grading Summaries Dept. 0416 – Prosecuting Attorney

1. Case Management Supervisor (proposed grade 10)
 - a. Comparisons for Grade 10
 - i. Office Supervisor (all)
 - ii. Accounting Specialist – Fixed Assets
 - iii. Probate Clerk Supervisor
 - b. Schedule 4 with changes

	FUND 1000	PROSECUTING ATTORNEY	
4	0416	Deputy Prosecutor	Non-graded
1	0416	Investigator	13
1	0416	Office Manager - Legal	14
1	0416	Office Manager-Administration	14
1	0416	Case Management Supervisor	10
1	0416	Hot Check Coordinator	9
-2-3	0416	Legal Secretary II	8
1	0416	Records Manager	8
2	0416	Felony Case Manager	7
1	0416	Assistant Hot Check Coordinator	6
8	0416	Legal Secretary I	7
1	0416	Case Coordinator – Domestic Violence	7
2	0416	Prosecuting Attorney - Clerk	5
		Part-time Law Clerks	
25		Total Employees	



BENTON COUNTY

Job Description

JOB TITLE: Case Management Supervisor

Exempt (Y/N):Y

DEPARTMENT: Prosecuting Attorney

Date Prepared: September 30, 2016

SUPERVISOR: Chief Deputy Prosecutor

SUMMARY:

The Case Management Supervisor is responsible for the management of all felony cases, active and inactive, handled by the Prosecuting Attorney's Office and reports to the Chief Deputy Prosecutor. The Case Management Supervisor works with the Circuit Judges' staffs and Circuit Clerk's Office to maintain and coordinate the county-wide felony dockets and directly supervises four (4) employees. Duties included implantation, maintenance, and training on the case management software utilized by the Prosecuting Attorney's Office. The position involves considerable interaction with the public and various agencies, including the Public Defender's Office, Sheriff's Office, City Police Departments, Detention Center, Circuit Judge's Offices, Misdemeanor Courts, and the Administrative Office of the Courts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Other duties may be assigned.)

1. Develops, establishes, and implements system procedures within the office and performs supervisory and supervisorial functions for the operation of case coordination within the Prosecutor's Office
2. Processes and distributes court information sheets, bonding and case setting information and docket management for one of the Felony Criminal Divisions and provide assistance and back up functions for the other Case Coordinators
3. Oversee and train two Case Coordinators who will handle docket management for one Felony Criminal Division and one Drug Court Criminal Division.
4. Responsible for the maintenance, update, and continued monitoring of statutory definitions for JustWare case management system.
5. Provide on-site assistance to Deputy Prosecuting Attorneys in one Felony Criminal Division during court days, including providing information regarding bonding, separate court settings, current defendant whereabouts, if known, etc.

6. Create assignment packets for new felony case charging decisions to provide to the Chief Deputy Prosecuting Attorney and Felony Division Chiefs for review and assignment. Provide newly assigned cases to Felony Deputy Prosecuting Attorney Assistants.
7. Retain Administrator status for office computing to assist office staff with installation and maintenance of codex, programs, etc. needed for office staff and attorneys.
8. Responsible to Statistical Reporting from the JustWare case management system to the Elected Prosecuting Attorney and analyzing statistical data as well as recording and maintaining records for JustWare case management system with high level of accuracy and minimum errors.
9. Coordinate with county Information Technology Department to assist staff and attorneys with computer and technological needs and requests.
10. Provide back-up functions for two other Case Coordinators including providing on-site support for court dates.
11. Initiates action for non-routine projects and work out solutions to problems. Responsibilities are performed under limited supervision.
12. Provides assistance to Elected Prosecuting Attorney and Deputy Prosecuting Attorneys; is liaison with law enforcement departments and professionals.
13. Provide assistance in supervising and assisting File Clerks with storage and retrieval of case files, both currently pending and closed.
14. Work with office staff and attorneys in implementing new electronic filing system with the Arkansas Administrative Office of the Courts.
15. Provide training to staff and attorneys in electronic case management procedures and JustWare case management system.
16. Perform any and all other duties as assigned by Elected Prosecuting Attorney.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty efficiently with Supervisorial skills. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING RELATIONSHIPS:

Daily contact with office staff and attorneys and law enforcement representatives in person, by telephone and daily contact with judges, court personnel, and county jail staff. Biweekly court appearances with Felony Division Attorneys and contact with Circuit Judge and staff.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises four staff members and responsible for attorneys court appearances.

EDUCATION and/or EXPERIENCE:

High School Diploma or equivalent, or equivalent. A minimum of three years supervisory experience; legal terminology and knowledge of criminal court system. Experience in County Government or equivalent in related environment is required. Advanced knowledge with Microsoft Word, Excel, Outlook and Access. Advanced knowledge and experience with JustWare Case Management System. Type a minimum of 60 wpm.

Interpersonal skills and professionalism are important as this position regularly communicates with the staff, Circuit Court staff, attorneys, local officials, etc.

OTHER SKILLS and ABILITIES:

The **Case Management Supervisor** must possess excellent organizational skills and prioritize so as to work without supervision and meet numerous deadlines. It is the goal of the **Case Management Supervisor** to fill in on day-to-day case coordinator, and keep the office running smoothly. Office Supervisor must have excellent communication skills, problem solving, and analytical skills. Must have diplomatic skills to work with attorneys, Judges' offices, office staff, law enforcement officers and staff, and other County offices. Must be able to set priorities, establish and maintain effective working relationship with county personnel and other state/county agencies. The incumbent must have good computer and general office practices and procedures skills, as well as be proficient in the use and operation of all associated office machines and equipment. Must have strong written and oral communication skills as well as research skills, ability to make independent decisions as well as have the ability to present facts, statistics, recommendations, and directives effectively in oral and written form. Must maintain confidentiality at all times. Must be able to perform tasks in highly stressful situations, fast pace, high-volume, requiring high degree of concentration with constant interruption and ability to refocus and perform tasks at a high level of efficiency and extreme accuracy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects and talk or hear. The employee is frequently required to walk, stand and reach with hands and arms. Specific vision abilities required by this job include the ability to use close vision in use with large amount of computer screen work. On-site court assistance duties will require around 2-3 hours per court session of sitting during court sessions.

The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. All aspects of general office work environments apply.

APPROVED BY: JESAP Committee DATE: _____

JEASP GRADE ASSIGNMENT: _____ DATE: _____

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Case Management Supervisor

FACTOR	BASIS FOR RATINGS	DEGREE		POINTS	
1	Experience - General: Minimum time to become familiar with requirements of the job	6		62	
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	3		99	
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	2		20	
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	4-A	4	6	50
		4-B	5		
		4-C	3		
5	Mental Demand: Measure of degree of concentration and sensory alertness	4		49	
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5		50	
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	3		55	
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	2		16	
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5		57	
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	4-A	4	8	90
		4-B	3		
		4-C	2		
11	Contacts with the Public: Responsibility for effective handling with the public.	4		57	
12	Contacts with Employees: Repsonsibility for effective handling of interactions with other employees and staff.	4		38	
13	Machine Operations	4		38	
14	Working Conditions	1		2	
15	Physical Demands	2		8	

POINT TOTAL	691
GRADE	10

Grading Summaries Dept. 0500 Emergency Management

1. Emergency Management Program Manager (New position, proposed grade 10)

- a. Comparisons for grade 10
 - i. Probate Clerk Supervisor
 - ii. Deputy Clerk – Office Supervisor
 - iii. Mapper/Researcher
 - iv. Accounting Specialist – Fixed Assets
 - v. Supervisor Warrants/Records

- b. Schedule 4 with changes

	FUND 1000	DEPARTMENT OF EMERGENCY MANAGEMENT	
1	0500	Director of Emergency Management	18
1	0500	Deputy of Director of Emergency Management	15
1	0500	Emergency Management Program Manager	
1	0500	Staff Assistant	6
3-4		Total Employees	



Benton County

Job Description

Job Title: Emergency Management Program Manager

Exempt (Y/N): N

Department: Department of Emergency Management

Date Prepared: September, 2016

Supervisor: Director of Emergency Management

Summary:

The Emergency Management Program Manager performs skilled technical and administrative work supervising and directing emergency and disaster preparedness planning for the County, and related work as apparent or assigned. Work is performed under the general direction of the Emergency Management Director.

Essential Duties and Responsibilities:

1. Researches, reviews, develops, and maintains emergency plans for county operations relating to emergency or disaster events.
2. Assists with coordinating daily operations of the department.
3. Assists in maintaining readiness of the Emergency Operations Center for response to emergencies or disaster events.
4. Researches and participates in regional disaster preparedness projects to enhance capabilities within county operations.
5. Participates in the development of disaster management training programs, courses, accreditation, and preparedness.
6. Assists with the development and delivery of training and education to county employees regarding emergency preparedness, mitigation, and response procedures.
7. Assists in development, maintenance, and coordination of NIMS compliance and credentialing for the county, responders, and county employees.
8. Assists with the coordination, design, and conducting tabletop, functional, and full-scale exercises to prepare staff for effective response to major emergencies and to test individual preparedness.
9. Performs Staff Assistant duties in their absence.

10. Participates in the development and implementation of public outreach to promote preparedness to the public, businesses, and others.
11. Performs other duties as assigned.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/ controls, talk, hear, stand and walk. The employee is occasionally required to stoop, kneel, crouch, crawl, and to lift and/or move up to 50 pounds. Specific vision abilities required by this position include both close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and/or Experience:

Bachelor's Degree in Emergency Management or related field preferred. Two years of direct experience, and college-level coursework in emergency management may be considered in lieu of Bachelor's Degree.

OTHER SKILLS and ABILITIES: not limited to:**Ability to:**

- Work in a highly stressful environment.
- Assist in the development and assist with presentation of proposals logically and with tact and sensitivity, while fostering cooperation.
- Make verbal and written presentations in a clear and concise manner.
- Assist in planning activities with elected officials, Department Heads, and Staff in problem solving and analysis.
- Exercise independent judgment.
- Prepare accurate and complete written reports.
- Communicate effectively verbally and in writing and exercise tact, diplomacy, and patience with a diverse group of individuals, including elected officials, department and office directors, representatives of other jurisdictions and private organizations, employees, and the general public.
- Assist with identifying issues involving information technology and telecommunications technologies that require attention and prioritize those issues.
- Prioritize work based on current situation.
- Facilitate the group problem-solving process, recognizing positive results, managing conflict, and negotiating satisfactory outcomes.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Emergency Management Program Manager

FACTOR	BASIS FOR RATINGS	DEGREE		POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	5		52
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	0		0
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5		57
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	4-A 4	5	36
		4-B 3		
		4-C 3		
5	Mental Demand: Measure of degree of concentration and sensory alertness	4		70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6		70
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	0		0
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	5		40
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5		57
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	4-A 5	11	150
		4-B 3		
		4-C 3		
11	Contacts with the Public: Responsibility for effective handling with the public.	3		41
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	3		28
13	Machine Operations	5		54
14	Working Conditions	5		16

15	Physical Demands	3	13
		POINT TOTAL	684
		GRADE	10

Grading Summaries Dept. 0105 Assessor

1. GIS Tech I (was grade 6, proposed grade 8)
 - a. Comparisons for grade 8
 - i. Community Service Program Coordinator
 - ii. Records Manager
 - iii. EQ Board Coordinator
 - iv. Building Janitor – Supervisor
 - v. County Planner
 - vi. Bookkeepers (all)
 - vii. Building Division Coordinator (Building Safety)
2. GIS Tech II (no change in grade 10)
3. GIS Tech III (new position, propose grade 12)
 - a. Comparisons for grade 12
 - i. Executive Assistant (all)
 - ii. Senior Planner
 - iii. Jail Maintenance Manager
 - iv. Juvenile Intake Officer II
 - v. Operator IV (Road Dept.)
 - vi. Administrator – Specialty Division
4. GIS Analyst II (was grade 18, proposed grade 15)
 - a. Comparisons for Grade 15
 - i. Planning Division Manager
 - ii. Sergeant
 - iii. Assistant Manager JDC
 - iv. Deputy Director of Emergency Management
 - v. Administrative Coordinator (Road)
5. GIS Program Supervisory (new position, proposed grade 19)
 - a. Comparisons for grade 19
 - i. Chief Deputies (all)
 - ii. Chief Juvenile Probation Officer
 - iii. Software Application Specialist (grade 18)
 - iv. Network Administrator (grade 18)
 - v. GIS Specialist (IT) (grade 18)
6. GIS and Mapping Manager (combining Mapping Manager (grade 17 and GIS Project Manager grade 22, proposed grade 20)
 - a. Comparisons for grade 20
 - i. Captains (all)
 - ii. Construction Superintendent II

- iii. Systems Administrator (IT)
 - iv. Database Administrator and Project Manager (IT)
7. Business Personal Property Work Coordinator (replacing Business-Commercial Property Supervisor/Appraiser grade 10, proposed grade 9)
- a. Comparisons for grade 9
 - i. Deputy Treasurer/Bookkeeper
 - ii. Database Coordinator (HR)
 - iii. Hot check Coordinator (PA)
 - iv. Judicial Collections Coordinator
 - b. Schedule 4 with changes

	FUND 1802	COUNTY ASSESSOR	Elected Official
1	0105	Assessor	
1	0105	GIS Project Manager	22
1	0105	GIS & Mapping Manager	20
1	0105	Chief Deputy	19
1	0105	Supervisor - Real Estate Appraisers	18
1	0105	Manager of Mapping Department	17
1	0105	GIS Project Supervisor	19
1	0105	Software Application Specialist	18
1	0105	GIS Analyst II	18-15
1	0105	Supervisor Commercial Appraiser	14
1	0105	GIS Analyst I	13
1	0105	Appraiser Level IV/Special Projects	13
1	0105	Appraiser Level IV -Lead Appraiser	13
1	0105	Appraiser Level IV/Market Valuation Specialist	13
1	0105	Appraiser Level IV, Reappraisal Auditor	12
1	0105	Appraiser Level IV, Support Specialist	12
18	0105	Appraiser Level V	13
	0105	Appraiser Level IV	12
	0105	Appraiser Level III	9
	0105	Appraiser Level II	5
	0105	Appraiser Level I	4
1	0105	Manager - Appraiser Business/Personal Property	12
1	0105	Executive Secretary	12
1	0105	Supervisor -Real Estate	11
1	0105	Commercial Property Supervisor Appraiser	10
1	0105	GIS Technician III	12
2	0105	GIS Technician II	10
1	0105	GIS Technician I	8
1	0105	Personal Property Supervisor	9
1	0105	Business Personal Property Supervisor	9
1	0105	Field Coordinator	9
1	0105	CAMA Coordinator/Special Projects	9
1	0105	Lead Personal Property Deputy	8
13	0105	Deputy Assessor III	7

15*	0105	Deputy Assessor II *(2) positions unfunded for 2015)	6
6	0105	Deputy Assessor I	5
3	0105	Appraiser Assistant	4
2	0105	Building Janitor/Maintenance	3
79 81		Total Employees	

BENTON COUNTY

Job Description

JOB TITLE: GIS Technician I

Exempt (Y/N):	DEPARTMENT: Assessor
DATE PREPARED: AUGUST, 2016	SUPERVISOR: GIS/MAPPING Project Manager

SUMMARY:

Develop and maintain the geographic information system's (GIS) databases, data layers, and linkages to various databases. Duties include reading and interpreting source documents, such as civil engineering plans, plot maps, and legal descriptions; and entering required data into the GIS. Creates and maintains data layers such as cadastral, political boundaries, annexations, zoning, criminal activities, etc. Performs routine mapping duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Technical knowledge and ability of GIS software, databases and information.
2. Know the principals and practices of cartography and automated mapping, map projections & coordinate systems.
3. **Work with minimal supervision. Contact supervisor if problem is discovered or unclear how to proceed. Determine best way to accomplish daily work assignments.**
4. **Help public navigate assessor's web sites. Answer questions and provide information to the public when requested.**
5. Ability to read, interpret and understand legal descriptions, maps, plats, soils data, quarter-section maps, land use maps, zoning maps, aerial photographs and other GIS-related source information.
6. Enters data into database through application of coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning and automatic conversion to vectors, and conversion of other sources of digital data. Assures accuracy of all data.
7. Maintains records and builds data files by editing and quality control checking. **Most mistakes found and reported within 2 days.**
8. Understand and use mathematical formulas to convert mixed units of measurement into a common unit.
9. Conducts mapping research, in the field and in the office. **Responsible for field equipment.**
10. Performs basic geo-processing tasks.
11. Assists in the preparation of various cartographic products for presentation to the Quorum Court, County Committees, Staff, and the Public.
12. Assists with the preparation and maintenance of accurate records, correspondence, technical or narrative reports.

13. Prepares, maintains, and revises base property identification maps through: topographic and aerial photo interpretation; translation of land records; translation of field surveys and recorded plats.
14. Utilizes computer software programs (e.g., ArcInfo, ArcView, Spatial Analysis, Crime Analysis, Image Analysis, 3-D Analyst, Access, Excel, etc.). Convert raw data into various useful formats.
15. Develop and maintain contacts and good working relationships with GIS staff in surrounding jurisdictions, peers, department personnel, elected officials, representatives of other governmental agencies and the public; attends local and regional meetings.
16. Maintain a consistent and current understanding of laws and technology in area of responsibility.
17. Maintain security, integrity and accuracy of records.
18. Prepares and updates procedures and documentation for processes, insuring compliance with departmental procedures.
19. Other projects or duties that may be assigned by Supervisor.

SUPERVISORY REQUIREMENTS: None.

QUALIFICATION REQUIREMENTS:

Associate's degree or equivalent course work at a technical or vocational school, in **geographic information systems**, geography, planning, landscape architecture, civil engineering, computer science, or a related field, or two years of experience working with geographic information systems **or property deed and title research**. Other combinations of experience and education that meet the minimum requirements may be substituted. **Two years of professional experience in GIS-related activities is desired**. Knowledge of, and experience in, ArcInfo, ArcView, and extensions is needed. Programming skills are a plus.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Maintains absolute confidentiality on all business. Meet the public in a tactful, diplomatic, and professional manner to promote the best image of the County. Pass background check.

EDUCATION and/or EXPERIENCE:

Requires an Associate's degree or equivalent course work in a related area or equivalent in training and experience. **Years of similar experience that can be substituted for educational requirements are 2 years.**

OTHER SKILLS and ABILITIES:

Knowledge of commonly used concepts, practices, and procedures within GIS field. Experience in specialized software, digitizer, GPS, printer, copy machine and calculator. Sound understanding of mapping processes including cartographic and geographic principles. Ability to exercise good judgment at all times. Professional credibility and integrity. **Knowledge of, and experience in, ArcInfo, ArcMap, and extensions a plus.**

WORKING RELATIONSHIPS:

Some contact with peers, department personnel, elected officials, representatives of other governmental agencies and the public.

PHYSICAL DEMANDS:

Be able to perform the essential functions of this job. Employee is required to sit for long periods, reach with hands and arms, use hands to handle or feel objects/controls, and talk or hear. Also required to stand and walk. Semi-regularly stoop, kneel, crouch, and/or crawl. Employee must lift and/or move up to 25 lbs. regularly. Occasionally lifting up to 100 lbs. required. Visual abilities required include color differentiation, close/distant vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is typical of a normal office work environment. This position requires working under close and crowded working conditions and the ability to focus under stressful and high volume conditions at a level of efficiency and extreme accuracy.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: GIS Tech I

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	3	5	52
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	0	0	0
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	4	45
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	4	5	36
5	Mental Demand: Measure of degree of concentration and sensory alertness	5	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6	7	90
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	0	0	0
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	3	3	24
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	3	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	7	8	90
11	Contacts with the Public: Responsibility for effective handling with the public.	5	1	9
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	2	2	17
13	Machine Operations	4	6	70
14	Working Conditions	3	3	9
15	Physical Demands	1	1	3
POINT TOTAL		458		559

GRADE	6		8
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BENTON COUNTY

Job Description

JOB TITLE: GIS Technician II

Exempt (Y/N):	DEPARTMENT: ASSESSOR
DATE PREPARED: August, 2016	SUPERVISOR: GIS/MAPPING Project Manager

SUMMARY:

Develop and maintain the geographic information system's (GIS) databases, data layers, and linkages to various databases. Duties include reading and interpreting source documents, such as civil engineering plans, plot maps, and legal descriptions; and entering required data into the GIS. Creates and maintains data layers such as cadastral, political boundaries, annexations, zoning, criminal activities, etc. Performs routine mapping duties and minimal project management. **Will have a small impact on organization monetarily.**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Technical knowledge and ability of GIS software, databases and information.
2. Know the principals and practices of cartography and automated mapping, map projections & coordinate systems.
3. Ability to read, interpret, understand and create legal descriptions, maps, plats, soils data, quarter-section maps, land use maps, aerial photographs and other GIS-related source information.
4. Assists in developing requirements and design of GIS mapping layers.
5. **Responsible for determining completion order of assigned tasks, referring to supervisor for clarification when necessary.**
6. **Determine bet way to accomplish daily work assignments.**
7. **All processes and duties require high level of attention to insure accuracy. Data is critical to organization.**
8. **May be required to do data collection outside the office. Will be responsible for field equipment.**
9. **Will be responsible from time to time working directly with GIS Project Manager or Assessor.**
10. **Build Geocoders when required to map point features. Perform geo-processing tasks.**
11. Enters data into database through application of coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning and automatic conversion to vectors, and conversion of other sources of digital data. Assures accuracy of all data.
12. Maintains records and builds data files by editing and quality control checking. **Any inaccuracy in updates will be reported within 2 days, correction to be done immediately upon notification.**

13. Conducts mapping research, in the field and in the office, to resolve conflicting information and ensure the accuracy of the data.
14. Performs advanced geo-processing tasks.
15. Understand and use mathematical formulas to convert mixed units of measurement into a common unit.
16. Assists in the preparation of various cartographic products for presentation to the Quorum Court, County Committees, Staff, and the Public.
17. Prepares and maintains accurate records, correspondence, technical or narrative reports.
18. Create output, such as **maps/graphs**, using computer and geographic information system software and related equipment, including plotter, and present information to users and answers questions.
19. Prepares, maintains, and revises base property identification maps through: topographic and aerial photo interpretation; translation of land records; translation of field surveys and recorded plats.
20. Utilizes computer software programs (e.g., ArcInfo, ArcView, Spatial Analysis, Crime Analysis, Image Analysis, 3-D Analyst, Access, Excel, etc.). Convert raw data into various useful formats.
21. Develop and maintain contacts and good working relationships with GIS staff in surrounding jurisdictions, peers, department personnel, elected officials, representatives of other governmental agencies and the public; attend local and regional meetings.
22. Maintain a consistent and current understanding of laws and technology in area of responsibility.
23. Find or create more efficient and effective operations through technology advancements
24. Assist, educate and train personnel and public on GIS methodology and uses.
25. Maintains security, integrity and accuracy of records.
26. Prepares and updates procedures and documentation for processes, insuring compliance with departmental procedures.
27. Other projects or duties that may be assigned by Supervisor.

SUPERVISORY REQUIREMENTS:

None. May be required to supervise GIS Technician I.

QUALIFICATION REQUIREMENTS:

Associate's degree or equivalent course work at a technical or vocational school, in geographic information systems, geography, planning, landscape architecture, civil engineering, computer science, or a related field, or four years of experience working with geographic information systems. Other combinations of experience and education that meet the minimum requirements may be substituted. Four years of professional experience in GIS-related activities is desired. Knowledge of, and experience in, ArcInfo, ArcView, and extensions is needed. Programming skills are a plus.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Maintains absolute confidentiality on all business. Meet the public in a tactful, diplomatic, and professional manner to promote the best image of the County. Pass background check.

EDUCATION and/or EXPERIENCE:

Requires an Associate's degree or equivalent course work in a related area or equivalent in training and experience. Years of similar experience that can be substituted for educational requirements are 4 years.

OTHER SKILLS and ABILITIES:

Knowledge of commonly used concepts, practices, and procedures within GIS field. Experience in specialized software, digitizer, GPS, printer, copy machine and calculator. Sound understanding of mapping processes including cartographic and geographic principles. Ability to exercise good judgment at all times. Professional credibility and integrity.

WORKING RELATIONSHIPS:

Some contact with peers, department personnel, elected officials, representatives of other governmental agencies and the public.

PHYSICAL DEMANDS:

Be able to perform the essential functions of this job. Employee is required to sit for long periods, reach with hands and arms, use hands to handle or feel objects/controls, and talk or hear. Also required to stand and walk. Semi-regularly stoop, kneel, crouch, and/or crawl. Employee must lift and/or move up to 25 lbs. regularly. Occasionally lifting up to 100 lbs. required. Visual abilities required include color differentiation, close/distant vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is typical of a normal office work environment. This position requires working under close and crowded working conditions and the ability to focus under stressful and high volume conditions at a level of efficiency and extreme accuracy.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: GIS Tech II

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	8	7	72
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	0	0	0
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	5	6	50
5	Mental Demand: Measure of degree of concentration and sensory alertness	5	6	90
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6	7	90
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	0	1	10
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	6	5	40
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	8	8	90
11	Contacts with the Public: Responsibility for effective handling with the public.	1	1	9
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	3	3	28
13	Machine Operations	3	6	70
14	Working Conditions	2	3	9
15	Physical Demands	3	2	8
POINT TOTAL		652		668

BENTON COUNTY

Job Description

JOB TITLE: GIS Technician III

Exempt (Y/N): N

DEPARTMENT: Assessor

DATE PREPARED: AUGUST, 2016

SUPERVISOR: GIS/MAPPING Project Manager

SUMMARY:

Develop and maintain the geographic information system's (GIS) databases, data layers, and linkages to various databases. Duties include reading and interpreting source documents, such as civil engineering plans, plat maps, and legal descriptions; and entering required data into the GIS. Develop models that will speed up and reduce errors of daily tasks. Create and maintain data layers such as cadastral, political boundaries, annexations, zoning, criminal activities, etc. Assist analysis developing data extraction processes. Perform routine mapping duties and minimal project management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Technical knowledge and ability of GIS and database software.
2. Know the principals and practices of cartography and automated mapping, map projections & coordinate systems.
3. Ability to read and interpret legal descriptions, maps, plats, soils data, quarter-section maps, land use maps, aerial photographs and other GIS-related source information.
4. Assist in developing requirements and design of GIS mapping layers.
5. Enter data into database through application of coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning and automatic conversion to vectors, and conversion of other sources of digital data. Assure accuracy of all data.
6. Responsible for determining completion order of assigned tasks for Tech I and II, refereeing to supervisor for clarification when necessary.
7. Must be able to determine best way to accomplish minor daily work assignments and occasionally major issues.
8. All process and duties require high level of attention to insure accuracy.
6. May be required to do data collision outside the office, will be responsible for field equipment
7. All process and duties require high level of attention to insure accuracy.
8. Will be responsible from time to time working directly with GIS Project Manager or Assessor.
9. Maintain records and build data files. Any inaccuracy in updates will be reported within 2 days, correction to be done immediately upon notification.
10. Help Public navigate assessor's public web sites, map request and data request.
11. Must work with others including supervisors to discuss requests or deal with problems.

12. Conduct mapping research to resolve conflicting information and ensure the accuracy of the data.
13. Perform advanced geo-processing tasks.
14. Understand and use mathematical formulas to convert mixed units of measurement into a common unit.
15. Assist in the preparation of various cartographic products for presentation to the Quorum Court, county committees, staff, and the public.
16. Prepare and maintain accurate records, correspondence and technical or narrative reports.
17. Create output, such as maps & graphs, using computer and geographic information system software and related equipment and presents information to users and answers questions.
18. Prepare, maintain, and revise base property identification maps through: topographic and aerial photo interpretation; translation of land records; translation of field surveys and recorded plats.
19. Utilize computer software programs (e.g., ArcInfo, ArcView, Spatial Analysis, Crime Analysis, Image Analysis, 3-D Analyst, Access, Excel, etc.). Convert raw data into various useful formats.
20. Develop and maintain contacts and good working relationships with GIS staff in surrounding jurisdictions, peers, department personnel, elected officials, representatives of other governmental agencies and the public; attends local and regional meetings.
21. Maintain a consistent and current understanding of laws and technology in area of responsibility.
22. Find or create more efficient and effective operations through technology advancements.
23. Assist, educate and train personnel and public on GIS methodology and uses.
24. Maintain security, integrity and accuracy of records.
25. Prepare and update procedures and documentation for processes, insuring compliance with departmental procedures.
26. Daily supervision of Tech 1 and Tech 2, and assist with evaluation.
27. Other projects or duties that may be assigned by Supervisor.

SUPERVISORY REQUIREMENTS:

Will supervise technicians concerning daily duties and assist with evaluations.

QUALIFICATION REQUIREMENTS:

Bachelor's degree, in geographic information systems, geography, planning, civil engineering, computer science, or a related field, or four years of experience working with geographic information systems. Other combinations of experience and education that meet the minimum requirements may be substituted. Four years of professional experience in GIS-related activities is desired. Knowledge of, and experience in, ArcInfo, ArcMap, and extensions. Programming skills are a plus.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Maintain absolute confidentiality on all business. Meet the public in a tactful, diplomatic, and professional manner to promote the best image of the County. Background check and drug tested required.

EDUCATION and/or EXPERIENCE:

Requires Bachelor's degree or four years of similar experience that can be substituted for educational requirements.

OTHER SKILLS and ABILITIES:

Knowledge of commonly used concepts, practices, and procedures within GIS field. Experience in specialized software and hardware such as digitizer, GPS, spreadsheets, database, presentation (like Power Point) and office machines. Sound understanding of mapping processes including cartographic and geographic principles. Ability to exercise good judgment at all times. Professional credibility and integrity.

WORKING RELATIONSHIPS:

Some contact with peers, department personnel, elected officials, representatives of other governmental agencies and the public.

PHYSICAL DEMANDS:

Be able to perform the essential functions of this job. Employee is required to sit for long periods, reach with hands and arms, use hands to handle or feel objects/controls, and talk or hear. Also required to stand and walk. Semi-regularly stoop, kneel, crouch, and/or crawl. Employee must lift and/or move up to 25 lbs. regularly. Occasionally lifting up to 100 lbs. required. Visual abilities required include color differentiation, close/distant vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is typical of a normal office work environment. This position requires working under close and crowded working conditions and the ability to focus under stressful and high volume conditions at a level of efficiency and extreme accuracy.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: GIS Tech III

FACTOR	BASIS FOR RATINGS	DEGREE		POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	7		72
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	1		33
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5		57
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	4-A 5	7	65
		4-B 5		
		4-C 4		
5	Mental Demand: Measure of degree of concentration and sensory alertness	6		90
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	7		90
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	3		55
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	5		40
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6		70
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	4-A 3	8	90
		4-B 3		
		4-C 3		
11	Contacts with the Public: Responsibility for effective handling with the public.	1		9
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	4		38
13	Machine Operations	6		70
14	Working Conditions	3		9

15	Physical Demands	2	8
		POINT TOTAL	796
		GRADE	12

BENTON COUNTY

Job Description

JOB TITLE: GIS ANALYST II

Exempt (Y/N):

DEPARTMENT: ASSESSOR OFFICE

DATE PREPARED: MAY 2016

SUPERVISOR: GIS/MAPPING MGR

SUMMARY:

Responsible for the planning, design, programming, implementation, documentation, and maintenance of complex, technically oriented, and sensitive computerized geographic information systems. Specializes in one or more functional areas of the office and provides assistance to users of GIS systems. Functional areas include but are not limited to System Administration, Programming, Web Development, Training Development, Assessor, Planning, Environmental etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Comprehensive technical knowledge and ability of GIS, internal structure, maintenance procedures, customization of processes, understanding of external interfaces, and knowledge of development trends in GIS mapping.
2. Know the principals and practices of cartography and automated mapping, map projections & coordinate systems, and coordinate geometry.
3. Read, interpret and understand legal descriptions, maps, plats, aerial photographs and other GIS-related source information.
4. Research, analyze and compile data from a variety of sources; utilize modern research methods, including research and statistical analysis to identify and evaluate problems, issues, series, trends and patterns, utilize frequency distribution and other quantitative research techniques to aid in intervention and solutions.
5. Convert raw data into various useful formats.
6. Respond to requests for analysis relating to specific problems, issues, or investigations.
7. Develop and maintain contacts and good working relationships with analysts in surrounding jurisdictions, peers, department personnel, elected officials, representatives of other governmental agencies and the public; attends local and regional meetings.
8. Maintain a consistent and current understanding of laws and technology in area of responsibility.
9. Accurately and effectively designing comprehensive reports, charts, graphs, maps and other media for presentations.

10. Find or create more efficient and effective operations through technology advancements.
- ~~11. Assist, educate and train personnel and public on GIS methodology and uses. Conduct presentations and develop training courses, reading material and websites, etc.~~
12. Maintain security, integrity and accuracy of records.
13. Provide administrative analysis on the provision of economic, geographic or social information.
14. Meet with users to define, evaluate and resolve problems. Explore alternative methods of problem resolution-~~including the use/modification of commercial packages, etc.~~
15. Analyze detailed system factors, including input and output requirements, information flow, hardware and software requirements and reliability characteristics.
16. Assists in evaluating technical and economical feasibility of each method of problem resolution.
- ~~17. Develop training and instruct others how to use various software.~~
17. Implement procedures, software and processes and monitors effectiveness in satisfying user needs.
18. Prepare and update procedures and documentation for new and existing systems, insuring compliance with departmental procedures.
- ~~19. Customizes, maintains, and installs PC's and software. Knowledge and ability to maintain network.~~
19. Other projects or duties that may be assigned by Supervisor **or Assessor.**

SUPERVISORY REQUIREMENTS:

May direct and lead the work of others.

QUALIFICATION REQUIREMENTS:

~~Master's~~ **Bachelor's** degree required with major course work in GIS, information systems, syste, business/public administration, statistical analysis, social science, or related field. Four ~~Two~~ years of professional experience in GIS-related activities is desired. Knowledge of, and experience in, ArcInfo, ArcView, Spatial Analyst, ArcSDE. Programming skills are a plus. An equivalent combination of education, training, and experience will be considered.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Maintains absolute confidentiality on all business. Meet the public in a tactful, diplomatic, and professional manner to promote the best image of the County. Pass background check.

EDUCATION and/or EXPERIENCE:

~~Master's~~ Bachelor's degree with a major in a related area or equivalent in training and experience. Years of similar experience for substitution for educational requirements are five ~~eight~~ years.

OTHER SKILLS and ABILITIES:

Knowledge of proposals, reports, in depth analysis, database query and manipulation, dispatch procedures, public safety rules and regulations, statistics, and public relations. Excellent communication and mathematical skills required. Machine skills to operate personal and network computer system, specialized software, digitizer, printer, copy machine and calculator. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Ability to exercise good judgment at all times.

Professional credibility and integrity. Sound understanding of mapping processes including cartographic and geographic principles. Database creation and manipulation.

WORKING RELATIONSHIPS:

Regular contact with peers, department personnel, elected officials, representatives of other governmental agencies and the public.

PHYSICAL DEMANDS:

Be able to perform the essential functions of this job. Employee is required to sit for long periods, reach with hands and arms, use hands to handle or feel objects/controls, and talk or hear. Also required to stand and walk. Semi-regularly stoop, kneel, crouch, and/or crawl. Employee must lift and/or move up to 25 lbs. regularly. Occasionally lifting up to 100 lbs. required. Visual abilities required include color differentiation, close/distant vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is typical of a normal office work environment. This position requires working under close and crowded working conditions and the ability to focus under stressful and high volume conditions at a level of efficiency and extreme accuracy.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: GIS Analyst II

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	8	7	72
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	2	1	33
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	6	5	57
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	8	8	80
5	Mental Demand: Measure of degree of concentration and sensory alertness	7	7	110
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	8	8	110
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	3	2	33
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	7	5	40
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6	7	83
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	10	9	110
11	Contacts with the Public: Responsibility for effective handling with the public.	5	3	41
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	6	5	49
13	Machine Operations	6	6	70
14	Working Conditions	2	2	6
15	Physical Demands	2	2	8
POINT TOTAL		1062		902

GRADE

18

15

BENTON COUNTY

Job Description

JOB TITLE: GIS PROJECT SUPERVISOR

Exempt (Y/N):

DEPARTMENT: ASSESSOR OFFICE

DATE PREPARED: MAY 2016

SUPERVISOR: GIS MAPPING MGR

SUMMARY:

Responsible for the planning, design, programming, implementation, documentation, and maintenance of complex, technically oriented, and sensitive computerized geographic information systems. Specializes in one or more functional areas of the office and provides assistance to users of GIS systems. Functional areas include but are not limited to System Administration, Programming, Web Development, Training Development, Assessor, Planning, Environmental etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

18. Comprehensive technical knowledge and ability of GIS, internal structure, maintenance procedures, customization of processes, understanding of external interfaces, and knowledge of development trends in GIS mapping.
19. Know the principals and practices of cartography and automated mapping, map projections & coordinate systems, and coordinate geometry.
20. Read, interpret and understand legal descriptions, maps, plats, aerial photographs and other GIS-related source information. Insuring compliance with departmental procedures.
21. Research, analyze and compile data from a variety of sources; utilize research methods, including statistical analysis to identify and evaluate problems, issues, series, trends and patterns, utilize frequency distribution and other quantitative research techniques to aid in intervention and solutions.
22. Convert raw data into various useful formats.
23. Respond to requests for analysis relating to specific problem, issues, or investigations.
24. Develop and maintain contacts and good working relationships with analysts in surrounding jurisdictions, peers, department personnel, elected officials, representatives of other governmental agencies and the public; attend local and regional meetings.
25. Maintain a consistent and current understanding of laws and technology in area of responsibility.
26. Design comprehensive reports, charts, graphs, maps and other media for presentations.
27. Find or create more efficient and effective operations through technology advancements.
28. Assist, educate and train personnel and public on GIS methodology and uses. Conduct presentations and develop training courses, reading material and websites, etc.

29. Maintain security, integrity and accuracy of records.
30. Provide administrative analysis on the provision of economic, geographic or social information.
31. Meet with users to define, evaluate and resolve problems. Explore alternative methods of problem resolution including the use/modification of commercial packages, etc.
32. Analyze detailed system factors, including input and output requirements, information flow, hardware and software requirements and reliability characteristics.
33. Assist in evaluating technical and economical feasibility of each method of problem resolution.
34. Develop training and instruct others how to use various software packages.
35. Implement procedures, software and processes and monitor effectiveness in satisfying user needs.
36. Prepare and update procedures and documentation for new and existing systems.
37. Customize, maintain, and install PC's and software. Knowledge and ability to maintain network.
38. Other projects or duties that may be assigned by Supervisor or Assessor.

SUPERVISORY REQUIREMENTS:

May direct and lead the work of others.

QUALIFICATION REQUIREMENTS:

Master's degree required with major course work in GIS, information systems, system science criminal justice, business/public administration, statistical analysis, social science, or related field. Five years of professional experience in GIS-related activities is desired. Knowledge of, and experience in, ArcInfo, ArcView, Spatial Analyst, ArcSDE. Programming skills are required. An equivalent combination of education, training, and experience will be considered.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Maintain absolute confidentiality on all business. Meet the public in a tactful, diplomatic, and professional manner to promote the best image of the County. Pass background check.

EDUCATION and/or EXPERIENCE:

Master's degree with a major in a related area or equivalent in training and experience. Years of similar experience for substitution for educational requirements are 8 years.

OTHER SKILLS and ABILITIES:

Knowledge of proposals, reports, in depth analysis, database query and manipulation, dispatch procedures, public safety rules and regulations, statistics, and public relations. Excellent communication and mathematical skills required. Machine skills to operate personal and network computer system, specialized software, digitizer, printer, copy machine and calculator. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Ability to exercise good judgment at all times. Professional credibility and integrity. Sound understanding of mapping processes including cartographic and geographic principles. Database creation and manipulation.

WORKING RELATIONSHIPS:

Regular contact with peers, department personnel, elected officials, representatives of other governmental agencies and the public.

PHYSICAL DEMANDS:

Be able to perform the essential functions of this job. Employee is required to sit for long periods, reach with hands and arms, use hands to handle or feel objects/controls, and talk or hear. Also required to stand and walk. Semi-regularly stoop, kneel, crouch, and/or crawl. Employee must lift and/or move up to 25 lbs. regularly. Occasionally lifting up to 100 lbs. required. Visual abilities required include color differentiation, close/distant vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is typical of a normal office work environment. This position requires working under close and crowded working conditions and the ability to focus under stressful and high volume conditions at a level of efficiency and extreme accuracy.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: GIS PROJECT SUPERVISOR

FACTOR	BASIS FOR RATINGS	DEGREE		POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	11		148
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	3		99
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	6		70
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	4-A 5	8	80
		4-B 6		
		4-C 5		
5	Mental Demand: Measure of degree of concentration and sensory alertness	7		110
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	7		90
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	3		55
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	5		40
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	7		83
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	4-A 5	10	130
		4-B 4		
		4-C 3		
11	Contacts with the Public: Responsibility for effective handling with the public.	5		80
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	5		49
13	Machine Operations	7		86
14	Working Conditions	2		6
15	Physical Demands	2		8



BENTON COUNTY
JOB TITLE: GIS & MAPPING MANAGER

POINT TOTAL	1134
GRADE	19

Exempt (Y/N): Yes

DEPARTMENT: Assessor's Office

DATE PREPARED: May, 2016

SUPERVISOR: Benton County Assessor

SUMMARY

Responsible for supervision of Mapping and GIS staff, monitor progress of work and educational development of staff. Collaborate with other departments to insure GIS data integrity Responsible for informing appropriate party if a boundary legal is incorrect or vague. Provide Judge with analysis of new annexation to make sure that they meet all the criteria. Handle personnel issues, as well as submit yearly budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Manage Mapping and GIS staff.
2. Designs policies, procedures and instruction for the mapping department.
3. Keep up with trends and developments in the GIS discipline.
4. Prepare GIS and Mapping budget.
5. Initiate and monitor yearly aerial photo project.
6. Help develop educational plan for staff.
7. Develop and maintain contacts with federal, state and local governments GIS personal.
8. Maintain a consistent and current understanding of laws and technology in area of responsibility.
9. Maintains security, integrity and accuracy of data.
10. Exercise initiative and make independent decisions.
11. Assist other employees in interpreting and entering difficult deed and survey descriptions.
12. The ability to read and comprehend land descriptions, etc.. (written, graphic & digital format).
13. Be able to understand and use mathematical formulas to convert mixed units of measurement into a common unit.

14. Interpret aerial and ortho photos and topographic maps to ascertain the location of physical features such as roads, streams, bluffs, etc.. which may be used as boundaries or references in deeds.
15. Be able to locate, understand, and interpret data shown on surveys and plats.
16. The ability to use ESRI GIS software to maintain digital spatial database, and learn to use and integrate data using information gathered from GPS equipment.
17. Recognize and work past typographical errors or omissions in early documents to obtain a workable property description.
18. Research all available resources, including but not limited to surveys, mortgages, leases, probate records and other court documents to find missing descriptions or errors
19. Communication with vendors, customers, quality representatives, and personnel from other departments, both within and outside of county government, to discuss and resolve quality problems as required.
20. Consults with the Assessor on new projects and acquaints the Assessor on the policies of the department and participates in training sessions.
21. Recognize and work past typographical errors or omissions in early documents to obtain a workable property description.
22. Generates custom maps and reports as needed by the Assessor or other departments.
23. Research all available resources, including but not limited to surveys, mortgages, leases, probate records and other court documents to find missing descriptions or errors.
24. Communication with vendors, customers, quality representatives, and personnel from other departments, both within and outside of county government, to discuss and resolve quality problems as required.
25. Consults with the Assessor on new projects and acquaints the Assessor on the policies of the department and participates in training sessions.
26. Transforms initial rough product data using computer aided design (AUTOCAD) into working documents.

SUPERVISORY REQUIREMENTS:

Direct day-to-day operation of the Mapping Department. Coordinate efficient workflow into and out of Mapping and other departments within the Assessor's Office. Train and oversee any members of the Assessor's staff involved in the utilization of digital data (ARC/View) for the supporting displays and analysis in the valuation process.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Maintains absolute confidentiality on all the Assessor's business. Meet the public in a tactful, diplomatic, and professional manner to promote the best image of the Assessor and the County.

EDUCATION and/or EXPERIENCE:

Requires a Bachelor's degree in a major related area or its equivalent. Requires at least 2-5 years of experience in the field with professional-level experience with GIS and Autocad-related activities or in a related area. Eight years of directly related experience, with increasing levels of responsibility may be considered in lieu of Bachelor's degree.

OTHER SKILLS and ABILITIES:

Ability to determine if document transfers interest in real property for tax purposes. Ability to determine if a property description is sufficient to locate and value property. Ability to determine if a deed describes an existing parcel of land, modifies it, or creates a new parcel. Ability to understand and use all equipment and software within the Mapping Department. Familiar with a variety of the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Is well versed in all other areas of Mapping Department. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals.

WORKING RELATIONSHIPS:

Regular contact with property and business owners of Benton County, abstract and title companies, departments within the Assessor's office (specifically real estate and appraisal), other County offices. Also works closely with the Assessor's Administrative Assistant, Appraisal Supervisor, Personal Property Supervisor, and Real Estate Supervisor. These listed are in addition to the County Planning Department, 911 Administration, Attorneys, Surveyors, the Highway Department, and other State and Federal agencies.

PHYSICAL DEMANDS:

Be able to perform the essential functions of this job. Employee is required to sit for long periods, reach with hands and arms, use hands to handle or feel objects/controls, and talk or hear. Also required to stand and walk. Semi-regularly stoop, kneel, crouch, and/or crawl for record storage and retrieval. Employee must lift and/or move up to 25 lbs. Regularly. Occasionally lifting up to 100 lbs. required. Visual abilities required include color differentiation, close/distant vision, and the ability to adjust focus

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is typical of a normal office work environment. This position requires working under close and crowded working conditions and the ability to focus under sometimes stressful and high volume conditions at a level of efficiency and extreme accuracy

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: GIS AND MAPPING MANAGER

FACTOR	BASIS FOR RATINGS	DEGREE	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	11	148
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	4	132
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	57
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	4-A 6	9
		4-B 6	
		4-C 6	
5	Mental Demand: Measure of degree of concentration and sensory alertness	7	90
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6	70
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	4	77
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	6	48
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	7	83
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	4-A 7	11
		4-B 4	
		4-C 3	
11	Contacts with the Public: Responsibility for effective handling with the public.	5	80
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	6	60
13	Machine Operations	6	70
14	Working Conditions	2	6
15	Physical Demands	2	8
		POINT TOTAL	1174
		GRADE	20

BENTON COUNTY
Job Description

JOB TITLE: ~~BUSINESS—COMMERCIAL PROPERTY SUPERVISOR/APPRaiser~~ **BUSINESS
PERSONAL PROPERTY WORK COORDINATOR**

Exempt (Y/N): No DEPARTMENT: Assessor's Office

DATE PREPARED: Aug 2016 SUPERVISOR: Bus/Personal Property Manager

SUMMARY:

Capable of handling all aspects of the Benton County Assessor's personal & commercial property office.

To create and modify business/commercial/personal property assessments for all businesses of Benton County as defined by the State of Arkansas (fixed assets, equipment and inventories). To perform the duties in a manner that complies with the Arkansas Constitution, legislative acts, statutory requirements, Assessment Coordination Department rules and directives, and the policies of the Benton County Assessor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Receive, review and appraise business/commercial personal property assessments. Audit list of assets and verify that each contains all required information when returned by the businesses. Enter detail into computer file, establishing appropriate depreciation for each and every item. Add additional data as required by the State "STAR" program. Produce and provide copies of completed assessment documents to owner/agent. Scan documents into the program for reference.
2. ~~Conduct site visits to businesses and industries interviewing owner/agent, conduct audit and appraise assets.~~ Compile lists of leased vehicles. Responsible for running the business forms at the end of year.
3. Processes current and delinquent change notices that are sent to the Collector's Office.
4. Search and review various sources (i.e.; directories, publications, ads, drive-thru canvases) for locating new businesses, notifying them of Arkansas assessment requirements and important dates. Also confirming closed businesses that no longer are active on the assessment rolls.
5. Implement research and gathering of additional value sources for affixing appropriate assessments on unique properties not included in the State provided manuals.
6. Coordinate with Real Estate Appraisal Department to avoid double assessing or missing assets. Interface with and access real estate files to ascertain and use building quantity calculations in square foot method.
7. Duties also include being back-up staff for the Personal Property Deputies, must be knowledgeable and skilled in all the same aspects the Personal Property Deputies. Both positions require taking information for assessments that may be done in person, by telephone, (personal) fax or in writing. This office is now required to obtain from the property owner and enter into digital format each vehicle identification number. Information is immediately entered into the computer system generating a printed document and electronically sends vehicle data to the Arkansas Revenue Office as required by the State "STAR" project.

8. Specific tasks include assisting taxpayers, responding to inquiries and routine informational requests from the general public, agencies, county offices and others. Maintain written records and other documents, correspondence, etc. Directs requests and inquiries to the Manager, Assessor or other entities, as needed.
9. ~~Represent Assessor at Equalization Board hearings on assessment appeals by taxpayers.~~
9. Make decision and/or recommendations to the Manager and/or Assessor based on a thorough review of alternatives.
10. Receive business forms into the computer and distribute to the deputies.
11. Perform other duties as required, requested, and assigned by Assessor.
12. Performance of the duties provides the Collector with values that generate revenues that support all the local taxing authorities.
13. Process personal and business vehicle information sent by CVR (Computerized Vehicle Registration) which are received daily from Arkansas vehicle dealers. Some CVR's require additional research due to incorrect PPAN's, addresses, car models, etc.
14. Handles the assessments that request exemption. Forwards paperwork to Assessor or back to taxpayer.
15. Assist Manager in research on court order requests for county property.

SUPERVISORY REQUIREMENTS:

~~Assist Personal/Business Property Manager with the training and supervision of staff in all assessment locations throughout the county. Will assist Manager with other employee related duties. Does not have the authority to grant time off or comp time, but does have the authority to grant a lunch flex in certain situations depending on need (Lead judgment).~~

QUALIFICATION REQUIREMENTS:

Knowledge of accounting, commercial/industrial/real estate appraisal practices and public relations. Excellent communication skills (written and oral) with emphasis on public relations. Possess a valid drivers license and be able to operate two or four-wheel motor vehicles.

EDUCATION and/or EXPERIENCE:

Education desired to start is two (2) years of college or the equivalent, business/accounting courses, Assessment/Appraisal courses (preferably ACD and IAAO). Number of years in similar experience that can be substituted for educational requirements is five (5) years.

OTHER SKILLS and ABILITIES:

Represent the Assessor and the County in a professional, respectable manner at all times. Be able to remain professional when confronted by hostile/unruly individuals on a regular basis. Perform general office procedures and operate office equipment (i.e., computer, printer, calculator, copier, fax, scanner), maintain data in computer system. Must maintain confidentiality.

WORKING RELATIONSHIPS:

Regular contact with property and business owners of Benton County, departments within the Assessor's office, other County offices, Assessment Coordination Department, State revenue offices, Sheriff's Department, municipal police departments, private investigators, private attorneys, County Department of Human Services, Internal Revenue Service, and Federal Bureau of Investigation.

PHYSICAL DEMANDS:

Be able to operate two or four-wheel drive motor vehicles in poor/slick/rainy road conditions. Be physically able to travel by foot across all types of terrain found and through commercial and industrial buildings. Be able to stand, walk, sit, talk and hear, use hands and feet, climb, balance, stoop, bend and reach, throughout the day. Perform other physical movements necessary to pick-up boxes of paper/forms and move as required.

WORK ENVIRONMENT:

The noise level in the typical work environment is moderate to loud. The tasks are performed under sometimes highly stressful, fast paced, high volume, crowded conditions requiring high degree of concentration with constant interruption and the ability to refocus and perform tasks at a high level of efficiency and extreme accuracy.

This position can come into contact with loud to very loud noise conditions while doing on-site appraisals in manufacturing and various outside businesses. Outdoor weather conditions hamper on-site appraisals.

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Business Personal Property Work Coordinator

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	11	8	91
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	0	0	0
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	4	4	29
5	Mental Demand: Measure of degree of concentration and sensory alertness	5	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	5	50
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	2	2	33
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	3	3	24
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	7	7	70
11	Contacts with the Public: Responsibility for effective handling with the public.	5	4	57
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	3	4	38
13	Machine Operations	4	4	38
14	Working Conditions	3	3	9
15	Physical Demands	1	1	3
POINT TOTAL		684		614
GRADE		10		9

Grading Summaries Dept. 0102 – Circuit Clerk

1. Deputy Clerk – Bookkeeper (no change in grade, proposed grade 8)
 - a. Comparisons for grade 8
 - i. Accounting Specialist (Acctg.)
 - ii. Deputy Collector- Assistant Bookkeeper
 - iii. Records Manager (all)
 - iv. EQ Board Coordinator/Records Clerk
 - v. County Planner
2. Records Administrator (previously Office Manager – grade 12, proposed grade 14)
 - a. Comparisons for grade 14
 - i. Elections/Voters Registration Administrator
 - ii. Environmental Services Manager
 - iii. Office Manager – Legal (PA)
 - iv. Office Manager – Administrative (PA)
 - v. Juvenile Intake Officer Supervisor
 - vi. Asset Control Coordinator (Road)
 - vii. Office Manager (Collector)
3. Courts Administrator (previously Jury Administrator -grade 11, proposed grade 15)
 - a. Comparisons for grade 15
 - i. Planning Division Manager
 - ii. Sergeant
 - iii. Assistant Manager JDC
 - iv. Deputy Director of Emergency Management
 - v. Administrative Coordinator (Road)
 - b. Schedule 4 with changes

	FUND 1805	CIRCUIT CLERK/RECORDER	
			Elected
1	0102	Circuit Clerk/Recorder	Official
1	0102	Chief Deputy	19
1	0102	Financial Administrator	Non-graded
1	0102	Software Specialist Administrator	18
1	0102	Court Administrator	15
1	0102	Recorder Administrator	14
1	0102	Office Administrator	12
1	0102	Jury Administrator	11
2	0102	Supervisor-Court Records	10
1	0102	Supervisor - Deeds and Mortgages	10
1	0102	Supervisor - Bookkeeper	10
1	0102	Supervisor-Child Support/Juvenile	9
3 4	0102	Deputy Clerk - Bookkeeper	8
1	0102	Deputy Clerk - Court Records Manager	8
11	0102	Deputy Clerk - Courts	7
7 6	0102	Deputy Clerk Deeds and Mortgages	6
1	0102	Deputy Clerk - File Clerk	4
		Deputy Clerk - Part-time	
34		Total Employees	



Benton County

Job Description

JOB TITLE: Bookkeeper

EXEMPT (Y/N): No

DEPARTMENT: Circuit Clerk and Recorder

DATE PREPARED: September 2016

SUPERVISOR: Financial Administrator/Circuit Clerk

SUMMARY:

This position is under the general direction of the Financial Administrator and reports directly to the Circuit Clerk. The bookkeeper is responsible for overseeing the collections and disbursements of all fee based filings, criminal and juvenile court ordered payments, jury payroll and assist with the court registry whenever needed. Must process fees and various court funds daily. These amounts can be anywhere from \$14,000.00 up to \$400,000.00 or more on any given day. Position is governed by State Statutes, County Ordinances, Court Rules, and policies and procedures of the Circuit Clerk. This position is subject to audit by the State Legislative Audit each year. This job requires a responsibly skilled, analytical and knowledgeable person that is able to provide speed, but accurate service.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

1. Responsible for collections and disbursements of all court ordered receipts/payments as well as fees. Monitors all account payables/receivables according to the court order for Criminal, Juvenile, Civil and Domestic Courts. Maintains over an average of 5,000 financial accounts on all court ordered payments. Works with fees required by state and local statutes/rules as well as paying out jury payroll. Disburses all payments as directed by statute or court order.

2. Works closely with vendors/victims of crime to ensure payments are received and credited correctly according to statutes and or court orders. Also, works closely with Parole and Probation Officers, concerning defendant's payments.
3. Ensure that court costs, public defender fees, miscellaneous fees and Benton County fines/restitution, are being paid out to the proper governmental agencies and prepares monthly reports for the Financial Administrator. This process is performed in both criminal and juvenile courts.
4. Works closely with the defendants, Judges, Attorneys, Prosecuting Attorney, Public Defender, Probation/Parole Officers, Sheriff's Office, City Police, District Courts, Vendors/Victims of Crime, Title Companies and the general public.
5. Must pull files to research, print and certify individual payment account summaries for Court, read court orders to set up new accounts and amend existing accounts as well as disbursing funds that have been collected on each account.
6. Post all insufficient checks to their proper accounts. Notify authorities in regards to the check and start the process for collecting funds such as calling the party that presented the check for payment as well as writing a formal letter as to collecting these funds and the process of all future payments.
7. Enter interest amounts given by banks into accounts. Disburse interest to the County Treasurer.
8. Track all criminal files, criminal accounts and juvenile files and Juvenile accounts to show paid in full, active, inactive, or non-paying. Send monthly reports to Prosecutor and Circuit Judges of the activity of all accounts.
9. Work with Probation/Parole Officers as to the payment status of those that they supervise.
10. Prepare reports and submit to the Financial Administrator for the purpose of a yearly audit on all accounts. Assist the Financial Administrator with balancing the money monthly in the various bank accounts to ensure that the books are properly recorded and reconciled so that they are ready for the yearly audit.

11. Ensures that daily summary reports are printed and checked against the daily receipts/disbursements of all other Deputy Clerk's. This is to verify that all receipts/disbursements were properly recorded to the correct accounts.-Ensures that daily summary reports are ran and check the posting of all other Deputy Clerk's accounts to make sure that all payments were properly credited to correct accounts. Files receipts and daily reports in books.
12. Must be familiar with cash-basis, governmental fund accounting and must know how to use self-balancing, double entry accounting system.
13. Must report any findings or problems to the Financial Administrator/Circuit Clerk, as soon as they arise. Must always be looking for ways of improvement to the financials and acceptance to change for the better interest of the Circuit Clerk & Recorder.
14. Must be able to keep confident any and all confidential records such as juvenile and sealed cases.
15. Responsible for preparing the quarterly expense reports, detailing all expenses involved with each jury trial so that the county can be reimbursed for some of the expenses, then meet with the Circuit Clerk for review and approval signatures. This report is then submitted to the Administrative Office of the Courts for the reimbursement process.
16. Responsible for submitting purchase orders to the accounting department to pay all vendor expenses submitted by the Circuit Judges, along with any administrative expenses involved in the operation of the jury process out of the budget of the Circuit Clerk for each trial.
17. Responsible for printing the jury payroll for the four-month session. Once the checks have printed will submit them for the Clerk's signature. Then will process the mailing of these checks. Any returned checks will either call for address verification or try to locate the individual. This process is repeated at the end of every new jury session.
18. Balance all accounts for the courts and close out daily, post deposits and prepare desks for the next business day. Makes daily bank deposits of all funds received the prior day. Maintains all deposit books, noting receipt numbers and dates for audit purposes.
19. Work closely with the Bookkeeping Supervisor, Financial Administrator and the Circuit Clerk. Must represent the office well at all times.

20. Responsible for understanding the disbursement of funds to each governmental agency. Funds collected are disbursed to State, County and City governmental agencies and must be paid according to State statutes.
21. Responsible for daily reconciliation of payments made by credit card on-line or in person and e-checks. Must balance the virtual payments and verify their receipt in to the proper banking accounts each day. Once payment has been confirmed will insure that the defendant will receive credit on his financial account.
22. Works closely with the Director of Judicial Collections for the County, to insure defendants are accurately making their payments in a timely manner. To verify that the date that the defendants are to begin making payments for fines and fees. Researches and prints documents to be certified for use by Judicial Collections in issuing warrants for defendants who do not pay.
23. Maintain all records to show due diligence in locating victims for disbursement of all payments made by the Defendants. These records and reports will be used to file Unclaimed Property at the end of each yearly reporting period. All returned checks, marked as undeliverable, must be kept and recorded showing attempts at payment. Bookkeeping will aid the Financial Administrator in collecting all documents for preparation of this filing with the State of Arkansas.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty efficiently and effectively. The individual must possess impeccable character and honesty in all aspects of their performance, to insure that there is no question as to the correctness of their reports and accounting practices. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma required. Business/accounting degree or 5 years equivalent combination of experience and training in related field. Basic understanding of court terminology would be helpful but not required.

OTHER SKILLS and ABILITIES:

Must have strong analytical skills, problem-solving, decision-making, oral and written communication skills, and the ability to make independent decisions in accordance with local, state and federal laws. Excellent interpersonal and verbal skills are vital for interaction with the parties of the case, court staff, outside vendors, outside agencies, governmental offices and other County Offices as well as the general public. Must be able to prioritize and organize work in order to meet numerous deadlines. Exposed to highly confidential and sensitive materials, reports and conversations must maintain high level of confidentiality of office and privacy of all parties. Must be able to perform tasks in highly stressful; fast-paced, high volume. Requires a high degree of concentration with constant interruption and the ability to refocus and perform tasks at a high level of efficiency and extreme accuracy. Sequence, as legal consequences could be severe as a result of errors resulting therefrom.

WORKING RELATIONSHIPS:

Requires daily contact within the Circuit Clerk's offices and the following but not limited to: parties of the case; attorneys; other State and District Courts; Law Enforcement Agencies; Department of Correction and Punishment; Adult/Juvenile Court Probation Officers and Parole Officers; Child Support Enforcement Agency; Arkansas Child Support Clearing House; Title Companies; Financial Institutes; other inter County Offices; Prosecutor's Office; victims of crime, merchants and the general public. Must have an excellent working relationship with the Financial Administrator as well as the Circuit Clerk as this position is a direct reflection of the Clerk.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, climb up/down ladder to retrieve court files, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus. The employee may occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the typical work environment is moderate.

Approved by: _____
Elected Official's Signature

Date: _____

JESAP Grade Assignment _____

Date: _____

JESAP Job Evaluation Form

Benton County, Arkansas

JOB

TITLE: Deputy Clerk - Bookkeeper

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	7	7	72
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	0	0	0
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	3	4	29
5	Mental Demand: Measure of degree of concentration and sensory alertness	3	4	49
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	4	4	34
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	0	0	0
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	9	9	72
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	4	44
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	8	8	90
11	Contacts with the Public: Responsibility for effective handling with the public.	5	5	80
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	3	3	28
13	Machine Operations	4	4	38
14	Working Conditions	3	2	6
15	Physical Demands	1	1	3
POINT TOTAL		559		590
GRADE		8		8



EXEMPT (Y/N): No Yes _____ DEPARTMENT: Circuit Clerk's
Office-Recorder
 DATE PREPARED: May, 2007 September 2016 _____ SPARC Print & Bind Ctrl

This position is under the general direction of the Chief Deputy and reports directly to the Circuit Clerk. The Office Administrator is responsible for supervising and directing the activities of eight (8) Deputy Clerks, one (1) Supervisor. Office supervision includes determining work assignments; participating in the hiring process; conducting annual evaluations; coaching for improvement; supervising training of new and current employees; and disciplinary actions as needed. The position also oversees all cash handling and is responsible for counting cash drawers and ensuring accuracy of money and contents of the safe each night.

This position is responsible for providing service to the public conducting business as required by the Circuit Clerk's Office. Responsibilities include researching real estate records, answering correspondence from citizens via e-mail, traditional mail and in person; continuing to keep the office in compliance with the U.S. Passport Agency and to continue to look for ways of improvement and advancing the office. Directly represents the Circuit Clerk, as the Recorder's Office is in a separate location.

1. To interface between the Circuit Clerk's Office administration and the department supervisors to facilitate pertinent communication to and from the staff.
2. Responsible for the preparation and submission of reports on the effectiveness, efficiency, special projects being performed by the staff.
3. Is the designated contact for all questions, concerns or absenteeism over the staff that he/she oversees. Is the one that coordinates time off and would either need to deny or approve vacation

and sick leave so that there is no conflict or shortfall of staffing. Directly oversees employee time and attendance records.

4. Keeps track of the work duties of the Supervisor and eight (8) Deputy Circuit Clerk-Recorders. Responsible for the day to day operation of the Circuit Clerk Recorder's Office.
5. Manages and coordinates work requirements of the supervisor and other staff including work performance, motivating staff efficiency and effectively, identifying problem areas and developing solutions to those problems. This includes assessing training needs to improve performance, addressing misconduct and making recommendations for formal discipline.
6. Perform personnel administrative duties including participation in hiring and promotion process of employees who are under supervision of the Office Administrator.
7. Supervises the training of new Deputy Circuit Clerk Recorder employees and the on-going training of the other deputies, resolving usual employee issues. Oversees training of new employees in phone etiquette, cash handling and cash receipts. Also, includes responsibility for cross-training of employees on all duties of the office.
8. Originates and administers annual evaluations for the eight (8) employees, identifying concerns with their performance and developing solutions to assist them in achieving optimal job performance.
9. Responsible for ensuring cash control by maintaining the accuracy of the cash amount within the cash drawers. This duty works in coordination with the Office Supervisor and Financial Administrator to comply with the audit required segregation of duties.
10. Responsible for closing procedures for the office, to ensure all Deputy Circuit Clerk's have closed and balanced their work station at the end of the day with no issues.
11. Processes void requests due to errors from all Deputy Clerk Recorders with proper documentation for accounting and audit purposes. Sends detailed report of the void or edit to the Financial Administrator to log and keep track of.
12. Supervises the daily balancing process for the eight (8) deputies and supervisor regarding cash, checks and electronic recording totals.
13. Confirms to the Financial Administrator that the nightly ACH transaction balances with the prior day's amount of Electronic Recordings collections.

- within the office for more efficient, accurate and friendly but professional customer service. Document and disperse application procedure changes, special handling, and work in process, priorities and the proper flow of work between work stations.
- 4-15. Oversee the regulations of the US Passport Services so that the Circuit Clerk's Recorder's Office stays within compliance of the many restricted guidelines of being a US Passport Agency. Complies with the regulations so that we pass the annual audit from the US Federal Government. Insure that all of the deputies that take part in passport applications have the training and certifications that are required in order to handle and assist the citizens with their passport process.
- 5-16. Coordinate with computer programmers and support personnel to resolve problems, to develop special projects and to implement new programs or enhancements. Assure the resolution of technical problems related to equipment.
- 6-17. Interface with other departments and agencies sharing information whenever possible for the benefit of the county and taxpayers citizens.
- ~~18. Amend all records to comply with requests from citizens. Respond to requests in a timely manner. Work with any outside citizen's request on compiling any special report requests.~~
- 19. Requires daily contact within the office with citizens, escrow companies, title companies, attorneys, banking and lending institutions personnel, County Assessor's Office, County Clerk's Office, County Treasurer, County Judge's Office and the County Tax Collector.
- 20. Oversees and assists in resolving all recording issues, such as legal line error on a check or unsigned checks or giving explanation if the document does not meet the recording requirements. Works with staff to contact citizen by phone, email or letter, if necessary, to resolve issues and process their land documents in a timely manner.
- 21. Answers correspondence from citizens via e-mail or letter and provides information as requested.
- 22. Supervises the opening, distribution and processing of all incoming mail for recording and or matters pertaining to the Circuit Clerks Recorder's Office.
- 7-23. Responsible for the maintenance of all recorded real estate records and files.
- 8-24. Perform other duties as required, requested, or assigned by the Circuit Clerk.

SUPERVISORY REQUIREMENTS:

This position will direct Supervisors and be involved in responsibility for all positions in the Circuit Clerk's Records office.

QUALIFICATION REQUIREMENTS:

To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma and administrative experience are required. College Degree or five (5) years administrative experience preferred.

OTHER SKILLS and ABILITIES:

Must possess supervisory, problem-solving, decision-making, oral and written communication skills, and the ability to make sound judgments. Knowledge of administration, assessment, taxation, and county policies and procedures. Knowledge of the principals, concepts and practices of management and budget development. Knowledge of the underlying premises of appraisal and evaluation of real estate and personal property. Excellent [verbal skills to deal with clients' questions](#) [interpersonal and verbal skills are vital for interaction with the citizens, outside vendors, Title Companies, Financial Institutes and other County Offices.](#) Proficiency in office software programs is essential.

WORKING RELATIONSHIPS:

Requires daily contact within the Circuit Clerk's office, other county offices, property owners, other governmental agencies at city, state, federal levels, school officials, and general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus. The employee may occasionally lift and/or move up to twenty-five (25) pounds.

WORK ENVIROMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the typical work environment is moderate.

Approved by: _____

Date: _____

Elected Official's Signature

JESAP Grade Assignment _____ 16

Date: June, 2007

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Recorder's Administrator

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	8	8	91
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	2	3	99
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	57
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	6	6	50
5	Mental Demand: Measure of degree of concentration and sensory alertness	4	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	6	6	70
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	4	5	100
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	4	4	32
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	10	10	130
11	Contacts with the Public: Responsibility for effective handling with the public.	3	4	57
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	3	4	38
13	Machine Operations	2	3	23
14	Working Conditions	1	1	2
15	Physical Demands	2	2	8
POINT TOTAL		772		884
GRADE		12		14



BENTON COUNTY

Job Description

JOB TITLE: Court's Administrator

EXEMPT (Y/N): No

DEPARTMENT: Circuit Clerk's Office-Courts

DATE PREPARED: September 2016

SUPERVISOR: Circuit Clerk

SUMMARY:

This position is under the direction of the Chief Deputy and reports directly to the Circuit Clerk. The Court's Administrator is responsible for supervising and directing the activities of four (4) Supervisors, twelve (12) Deputy Court Clerk's and any part-time staff in four (4) departments and three (3) different locations. Office supervision includes determining work assignments; participating in the hiring process; conducting annual evaluations; coaching for improvement; supervising training of new and current employees; and disciplinary actions as needed. The position also oversees all cash handling and payment collection in the four departments.

The Court's Administrator oversees, updates and maintains the Circuit Court Records for six (6) Circuit Judges and their staff; oversees the daily functions of the courts including the process of insuring that the Circuit Judges have their dockets ready for the next day's court proceedings. This also requires making sure all documents have been prepped and in the files and current before the proceedings take place. The Court's Administrator is their direct contact in the Circuit Clerk's Office. This position is responsible for administering all jury activities, and must appear in Circuit Court, assisting the court with the jury process and administering the court oaths. The Administrator works closely with the Circuit Clerk, reporting and keeping her informed of all jury trials and all highly sensitive court matters. The Court's Administrator must represent the Circuit Clerk in a favorable government image at all times.

In addition to the direct supervision of the Deputy Circuit Clerks and Supervisors, this position is responsible for providing service to the public conducting business as required by the Circuit Clerk's Office. Responsibilities include researching and resolving issues, answering correspondence from citizens and various different agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. To interface between the Circuit Clerk's Office administration and the department supervisors to facilitate pertinent communication to and from the staff.
2. Responsible for the preparation and submission of reports on the effectiveness, efficiency and special projects being performed by the staff.
3. Is the designated contact for all questions, concerns or absenteeism over the staff that he/she oversees. Is the one that coordinates time off and would either need to deny or approve vacation and sick leave so that there is no conflict or shortfall of staffing. Directly oversees employee time and attendance records.
4. Keeps track of the work duties of the Supervisors and 12 Deputy Court Circuit Clerks. Responsible for the day to day operation of the Circuit Clerk's Court Departments.
5. Manages and coordinates work requirements of the supervisor and other staff including work performance, motivating staff efficiency and effectively identifying problem areas and developing solutions to those problems. This includes assessing training needs to improve performance, addressing misconduct and making recommendations for formal discipline. Originates and administers annual evaluations for the 16 employees, identifying concerns with their performance and developing solutions to assist them in achieving optimal job performance.
6. Perform personnel administrative duties including participation in hiring and promotion process of employees who are under supervision of the Court's Administrator.
7. Supervises the training of new deputy Circuit Clerk's Courts employees and the on-going training of the other deputies, resolving usual employee issues. Oversees training of new employees in phone etiquette, cash handling and cash receipts. Also, includes responsibility for cross-training of employees on all duties of the office.
8. Assists in the development, implementation and revision of policies and operation procedures within the office for more efficient, accurate and friendly but professional customer service. Document and disperse application procedure changes, special handling, and work in process, priorities and the proper flow of work between work stations.

9. Maintains a Master Jury List by digital format for each of the three four-month sessions. This requires a randomly computerized down load of the Voter Registration files from the Secretary of State in Little Rock.
10. Works from the appropriate Master List for the upcoming session in the preparation and printing of all 800+ jury summons, questionnaires, parking maps, and printing of the mailing labels to be sent to the Sheriff for service upon each individual citizen summoned for jury duty. Also maintains the current session of jurors simultaneously until the end of their session. This is with the assistance of the Deputy Circuit Clerks.
11. Assisting the Circuit Clerk on the Jury Orientation court dates. This process includes, greeting, directing, and collecting juror's questionnaires and in the absence of the Clerk conducting the Clerk's portion of the orientation. This process is repeated three (3) times on the scheduled orientation date.
12. Assigns a deputy clerk to processes questionnaires for official record. Collecting the data required for each juror and then scanning them into the jury software for safe keeping and future retrieval. Court Manager is responsible for the protection of jurors' address and telephone information as it's protected by state law.
13. Receives direction from the Circuit Judges when needing a jury to report. Generates a petit panel. Oversees Deputy Court Clerks in assigning jurors to be summoned for a specific trial. This is a summons performed by telephone contact and all information is annotated on the summons call list including notification from the Judge of those excused with conflicts or medical. These call sheets are then kept as permanent record and added to the trial information.
14. Creates a Master Attendance List and makes copies for the Judge and their staff, security guards, news reporters and counsel/attorneys. Also, makes copies of the non-confidential information for the attorneys involved in the case. Keeps for court records the signed oath from the attorneys stating that they will not share the information with outside parties.
15. Prepares all necessary court documents, such as trial request forms, juror oaths, bailiff oath, and ensures that the court file is up to date with the most recently filed documents.
16. When more than one Circuit Judge is in the need of a jury trial for the same day, the Court's Manager would meet directly with the Circuit Clerk to evaluate the special needs of each trial and assign trained staff accordingly.

17. Responsible for the preparation of the Jury Trial such as making sure the jury room is equipped with supplies; clerk's equipment is set up and ready; greeting and taking the attendance of the jurors as they arrive; processing attendance into the jury software; will report to the Judge of the attendance/absentees; upon the direction of the Judge give the jury oath and take notes during the jury selection process.
18. He/she will track the activity of all trials so that each juror's attendance is properly entered into the jury program. This requires daily contact with the Courts to ensure proper pay for the juror's attendance.
19. Where certain trials require special questionnaires, special voir dire or any type of special instructions the Court's Administrator will work directly with the Circuit Clerk and the Circuit Judge over the matter. These types of trials usually will require the Court's Administrator to be in court for an extended number of days and could result in longer worked hours within the days.
20. At the end of the Session he/she will verify attendance and service for all trials. Make sure the appropriate attendance was recorded according to their service. He/she will then run a payroll report to retain for the court records.
21. Keep informed of all current laws, Supreme Court Administrative Orders and local court rules. Maintain records according to these laws and rules that pertain to Circuit court and the jury process or the State of Arkansas so that the Clerk's Office is in compliance.
22. This position must maintain a high level of accuracy with minimum number of errors. Confers with Circuit Clerk concerning the various courts under his/her direction such as Juvenile; Civil; Domestic; Criminal and Trials by Jury.
23. Coordinate with computer programmers and support personnel to resolve problems, to develop special projects and to implement new programs or enhancements. Assure the resolution of technical problems related to equipment. Work with the Administrative Office of the Courts with the state case management software and the electronic filing software. Required to stay current with all software training related to court programs. Along with the Circuit Clerk and Chief Deputy this position must resolve any and all data inconsistencies that result from Benton County Circuit Court as this data is shared with many state agencies such as: Arkansas Crime Information Center; Department of Corrections and Punishment Facilities; Victim Information and Notification Everyday Center; Bureau of Vital Records, Administrative Office of the Courts, Driver Control; Office of Child Support Enforcement; Arkansas State Police as well as many others. This data is also on the World Wide Web and must insure data is accurate for the best interest of our citizens and various courts across the state and country that might use this data.
24. Responsible for the maintenance of all court related records and files.

25. Perform other duties as required, requested, or assigned by the Circuit Clerk.

SUPERVISORY RESPONSIBILITIES:

This position will direct Supervisors and be involved in responsibility for all positions in the Circuit Clerk's Court offices (16 employees plus part-time).

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty efficiently and effectively. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma and Administrative experience are required. College Degree or 5 years administrative experience in the legal field preferred.

OTHER SKILLS and ABILITIES:

Must have strong supervisory, problem-solving, decision-making, oral and written communication skills, and the ability to make independent decisions in accordance with local, state and federal laws. Knowledge of administration and county policies and procedures. Knowledge of the principals, concepts and practices of management and budget development. Knowledge of the Circuit Court process and terminology. Excellent interpersonal and verbal skills are vital for interaction with the parties of the case, court staff, outside vendors, outside agencies and other County Offices as well as the general public.

WORKING RELATIONSHIPS:

Requires daily contact within the Circuit Clerk's Court offices and the following but not limited to: parties of the case; attorneys; other State and District Courts; Law Enforcement Agencies; Department of Correction and Punishment; Arkansas Crime Investigation Center; Administrative Office of the Courts; Bureau of Vital Records; News Reporters; Department of Human Services, CASA, Adult/Juvenile Court Probation Officers and Parole Officers; Child Support Enforcement Agency; Arkansas Child Support Clearing House; Title Companies; Financial Institutes; other inter

County Offices; Prosecutor’s Office; out of state Prosecutor’s (District Attorney’s) and the general public. Must have an excellent working relationship with the Circuit Clerk as this position is a direct reflection of the Clerk.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, climb up/down ladder to retrieve court files, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus. The employee may occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the typical work environment is moderate.

Approved by: _____

Date: _____

Elected Official’s Signature

JESAP Grade Assignment _____

Date: _____

JESAP Job Evaluation Form

Benton County, Arkansas

JOB TITLE: Court's Administrator

FACTOR	BASIS FOR RATINGS	CURRENT RATING	PROPOSED RATING	POINTS
1	Experience - General: Minimum time to become familiar with requirements of the job	8	8	91
2	Experience - Management: Minimum time to be able to perform the supervisory/ management requirements of the job.	0	3	99
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	5	57
4	Initiative & Integrity: Measure of ability to proceed alone. Make decisions within authority, and ability to comprehend assignment.	5	6	50
5	Mental Demand: Measure of degree of concentration and sensory alertness	4	5	70
6	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking.	5	6	70
7	Responsibility for the Work of Others - Supervision: Appraises responsibility for work and direction of others	2	5	100
8	Responsibility for Funds, Equipment, Property, Etc.: Personal responsibility and accountability for receipt storage, issue, or use.	6	5	40
9	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	5	57
10	Accountabilities: Freedom to act, monetary impact, and impact on the end results.	7	9	110
11	Contacts with the Public: Responsibility for effective handling with the public.	6	5	80
12	Contacts with Employees: Responsibility for effective handling of interactions with other employees and staff.	4	5	49
13	Machine Operations	4	4	38
14	Working Conditions	1	1	2
15	Physical Demands	1	1	3
POINT TOTAL		704		916
GRADE		11		15